



*NATIONAL
EDUCATIONAL
SECRETARY*

OCTOBER 1, 1959 VOLUME 25, NO. 1



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NATIONAL EDUCATIONAL SECRETARY

A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices
and the official publication of

The National Association of Educational Secretaries
A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

VOLUME 25, NUMBER 1

OCTOBER, 1959

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THE NATIONAL EDUCATIONAL SECRETARY is published three times a year, in October, February, and May, by the National Association of Educational Secretaries. Dues for active membership in the Association are \$4.00 per year and include three issues of the magazine. Subscription rates for the magazine only, to non-members, libraries, and agencies, are \$2.50 per year for three issues. Membership dues and non-members' subscriptions are sent to the Treasurer, Miss Isabel Paddock, Bd. of Educ., Warwick Valley Central School, Warwick, New York. Change of address notice should be sent to the Corresponding Secretary, Mrs. Angie Holms, Alhambra High School, 30 South 4th St., Alhambra, California.

THE NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

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In This Issue . . .

One of the goals of the National Association of Educational Secretaries is to have its present members and its prospective members know a good deal about the Association. This issue is built around that theme. A good portion of this issue is devoted to what the President of NAES calls "basic information" about the Association. Written in question and answer style, this article hopes to answer as many of your questions as possible.

How do you like our new look? We're real excited about the change. You will recognize the "new" Nancy National on the cover as the same one in the Association's new publication, **PLAN YOUR WORK . . . AND DO IT**. The new best-seller is attractive, captivating, and one that you'll profit from by investing your \$4.00 for membership. Everyone is impressed by time-savers that make hard work sound as easy as a slip cover with a zipper. Marion Wood and her committee have done a superb job in compiling ways to organize our work a little better. I make lists as assiduously as anyone and use them as little. How often we say we cannot understand how Miss H. always gets through early—that she must be organized! Why not get organized and get a copy of this publication by filling in the blank today. Our other noticeable changes in style—the charming gal hanging onto balloons that are brim full of interesting projects for you this year—and can you "feel" the warm stove on the Crackerbarrel Comment page? Our amiable art instructor at school, Donald Grimes, has done the art work on these pages and has given unselfishly of his time to help give the magazine a new look. We hope you will enjoy these attractive additions.

This issue is a big one because we have so much to share with you. Dr. Vinton Logan's article on "Humanics" is an absolute reading *must*! There is much food for thought in his offering and you will find that it is one article that you will re-read. How important it is to have faith in people. Have you ever known an Eddie such as he describes in his story?

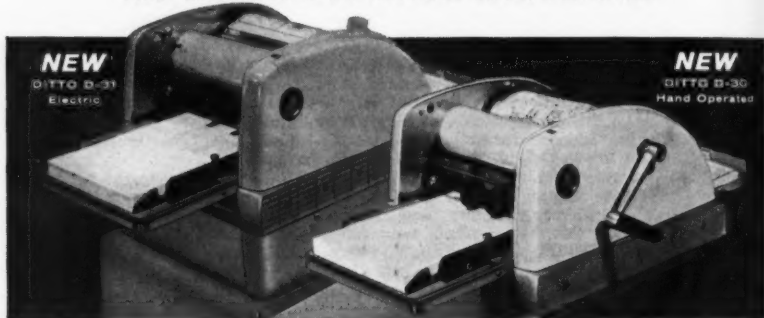
In the "Speaking Nationally" section we give you the news of the Detroit Regional in November. The program sounds exceptional, and of course, we hope you'll be able to travel to the Motor City. The "Listening-In" section has a new format. Agnes Dobronski and Wilma Haight, the two Associate Editors, have big plans for this section and they outline those plans in this issue.

You may be able to find a time-saver in the Crackerbarrel Comment section. If you have one that you'd like to share, please send it to the Editor.

We've all had pleasant summers, and are back to work with a feeling of tired happiness, ready to do an efficient job of keeping accurate financial records, doing neat work on forms, keeping our administrators on their toes, and most of all, enjoying the people with whom we come in contact.

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According To Your NAES President

RACHEL MAYNARD
College of Business
University of Arizona
Tucson, Arizona

This is written on Labor Day, 1959. Overhead rustle the needles of a tall Ponderosa pine. Beside me a clear trout stream noisily tumbles over the blue-gray rocks. We are fishing on the North Fork of the White River in Northern Arizona. *They're* fishing. I'm sitting here in the cool shade, thinking about NAES.

Plan Your Work and Do It!—the fourth book written by Us is an actuality. It's a manual each of you can shout enthusiastically about. Show it to your boss. How many of you have done that? "This," you can say, "is what our association does!" Take your copy to your business education teacher. "This," you can say, "is a perfect text book for your advanced classes in office procedure." She can buy additional copies at a discount for her class.

You will of course have shown the book to all the other girls in your building and you will have said, "This remarkable book comes free with your dues in NAES!" And you'll happily collect the dues, send their names and addresses off to our Treasurer pronto (that means *immediately, at once*), so that they, too, may use *Plan Your Work*.

And so, auspiciously and efficiently begins the 25th Year of NAES.

Look back. There were a few secretaries who came together in 1934, to see if they could improve their status. How far-sighted of Louise Henderson (Nelson) to recognize that there was such a person as an educational secretary in those days! Very few schools had any help at all for the administrator and she was just "the girl in the office" if he did have any one to "type and file."

Look about you today. In place of that single, one-girl, most school offices have a staff of trained office personnel to keep their fingers on the many duties in an educational office. Specialized departments have departmental secretaries. These members of the educational system are recognized and valued as vital to the success of the school and much depends upon their contribution. They are good and they have to continue to be better. For them the NAES publications, magazine, institutes, standards program, regional conferences, association life are no longer a side issue. In 25 years, the educational secretary has attained a professional status, and through these activities she will continue to be recognized as a professional person.

Look ahead. What do you see: An Executive Office, with a paid Executive Secretary in the NEA Building in Washington, D.C. A Professional Standards Certificate as the means to a promotion in an educational office. More workshops and training sessions throughout the country for educational secretaries. A speakers' bureau for affiliated associations. Written manuals on more phases of our jobs. Recognition for members of NAES with school boards and administrators.

It is pleasant to reflect on what can happen to us in the next 25 years. And there's no limit, you know, to the heights we can attain, if we continue as we have, working, thinking together. It's being an active member of NAES that counts!

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Speak Strong for NAES!

This is the "who-why-what-when" Manual for the individual National members and the Affiliated Associations of

THE NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

1959-60

by

Rachel Maynard
President, National Association
of Educational Secretaries
College of Business
University of Arizona
Tucson, Arizona

INTRODUCTION

The questions in these pages are the ones most often asked about the National Association of Educational Secretaries. We hope that the answers give you the information you need.

This brochure is divided into several sections:

- I. The Association
- II. The Activities
 - Publications
 - Professional Standards
 - Meetings
- III. The Structure of the Association
- IV. Individual National Membership
- V. Affiliated Associations
- VI. Other National Committee Chairmen

For convenience, the names and addresses of the NAES officers and National Committee Chairmen are included in the text of the brochure.

The membership application form, the affiliations application form, and an order blank for the publications are also included.

This material may be reproduced by the affiliated associations and used in whatever way the association desires.

Additional copies of this brochure are available by writing to the President of NAES.

1. THE ASSOCIATION

WHAT IS THE NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES?

The National Association of Educational Secretaries is the national professional organization for office personnel in education.

The National Association of Educational Secretaries is a Department of the National Education Association.

WHAT DOES THE NAME MEAN?

National means: nation-wide. There are members in every state in the U.S., in Alaska, Hawaii, Canada, also.

Association means: joining hands to achieve the purposes of the group.

Educational means: the school systems of the country.

Secretaries: an all-inclusive title to cover all workers in educational offices, the receptionist, the stenographer, the clerk, the bookkeeper, as well as the secretary.

WHAT ARE THE OBJECTIVES OF THE ASSOCIATION?

The NAES constitution says:

"... to elevate the standards of the group and through organization to pool our ideas and ideals toward a finer and more efficient service to the schools and to the community."

Members achieve these purposes through:

| | |
|------------|-------------|
| Service | Information |
| Fellowship | Recognition |

WHEN WAS THE ASSOCIATION ORGANIZED?

The first meeting was July 5, 1934, in the National Geographic Building in Washington, D.C. The first states participating were California, District of Columbia, New Jersey, Ohio, Pennsylvania, and Tennessee. Miss Louise Henderson (now Mrs. Nelson) was the first National President.

WHO ARE THE MEMBERS?

Members of this Association are the office personnel in educational systems. They include:

- *clerks
- *bookkeepers
- *business office workers
- *administrative assistants
- *clerical assistants
- *receptionists
- *stenographers
- *secretaries
- *mimeograph operators
- *other office workers

in:

- elementary schools
- junior or senior high schools
- administrative or business offices
- private or state colleges or universities
- professional schools
- county or state or national departments of education

In 1958-59, there were 2,778 National members. Approximately 27% of these were from elementary schools; 25% were in high schools; over 40% were in administrative or superintendents' offices; 6% were in colleges and universities.

The National Association also lists over 120 Life Members.

WHAT ARE THE BENEFITS OF BEING A MEMBER OF NAES?

*In 1959-60 each National member will receive a free copy of *Plan Your Work and Do It*—the manual on how to run an efficient educational office.

*Each National member receives a subscription to the National magazine, *The*

National Educational Secretary, 3 issues.

*Each National member receives the Nancy National brochure, the informational pamphlet of the Association, with the calendar of activities.

*Each National member receives a copy of the NAES constitution and the NAES Code of Ethics.

*Each National member may work for one of the 9 grades of Certificates under the Professional Standards Program.

*Each National member receives the announcements of the Regional Conferences, the Institutes, and the National Convention.

*Each National member may attend the Regional Conference, the summer Institutes, and the National Convention.

*Each National member receives the official ballot to vote for officers of the Association and by voting may record her choice for the leadership of the group.

*Each National member may participate in the discussions at the National Convention, may vote on issues, run for office, be a member of National committees, and help to determine the policies and procedures of the Association.

*Each National member is often asked to participate in the various studies and projects being carried on for the improvement and advancement of the profession of educational secretaries. The publications of the Association are based on questionnaires completed by the National members. Individual National members and the affiliated associations studied, discussed, and adopted the Professional Standards Program.

*Each National member, through attending National meetings and through active work in the Association, makes friends with other educational secretaries in all parts of the United States and exchanges ideas with other workers in her particular field.

Indeed, to many National members, this nation-wide friendship, this exchange of ideas with other secretaries who are doing the same work, the mental stimulation and challenge that follow attending a National meeting is the most important and exciting dividend of a National membership.

*Each National member, by joining with other educational secretaries in her professional association, makes it known to her administrator, to her teachers, and to her school system, that she is indeed a profes-

sional person, that she is continuously seeking to become a better-trained and more competent secretary or office worker, as well as a more valuable and valued member of her school system.

*When asked her occupation, each National member is proud to say, "I'm an Educational Secretary!"

WHAT ARE THE CRITERIA OF A PROFESSIONAL ASSOCIATION AND WHY IS NAES CALLED "PROFESSIONAL"?

The National Association of Educational Secretaries is raising the work of the educational secretary and the status of its members to a professional level.

The Association is a professional one because its activities and objectives fit the identifying characteristics of a professional group:

(1) *A Profession is based on a body of specialized knowledge.*

NAES believes that the work of the educational secretary *does* require specialized knowledge and skills beyond those needed in non-academic office positions.

NAES members possess and use specialized training and adequate education to provide service of unique value to the school and to the community.

(2) *A Profession seeks competence in its membership.*

Members of NAES are always striving to improve their competence and skills, even if it is necessary to make sacrifices.

NAES makes available Institutes, Regional Conferences, Workshops, a National magazine, biennial publications, and the exchange of ideas among members of the profession to enable them to become better-trained and more understanding persons.

(3) *A Profession observes a definite code of ethics.*

NAES members have adopted a Code of Ethics and are proud to observe its points. Educational secretaries are motivated primarily by a desire to serve others.

(4) *A Profession establishes standards for members of its group.*

NAES members have adopted a Professional Standard Program. Members may earn Certificates based on Experience, Education, and Professional Activity.

(5) *A Profession has its own association with unified leadership.*

NAES was established in 1934 to further the professional advancement and stand-

ards of educational office personnel. The officers and executive board are elected by the members of the Association and are pledged to these principles.

(6) *A Profession serves the needs of its members.*

Each activity of the Association is planned specifically to serve the needs of the group and to elevate the standards of the organization.

WHAT IS THE CODE OF ETHICS?

Code of Ethics
Adopted July 9, 1950

Service

The Educational Secretary should exalt her profession on all occasions and sincerely strive for a finer and more efficient service to the school and the community.

The Educational Secretary should have membership in her local, state, and national professional organizations and should participate in their activities.

Integrity

The Educational Secretary should be courteous, just, and professional in all her relations with administrators, office personnel, pupils, teachers, and other visitors to the school office.

The Educational Secretary should not disclose any information of confidential nature and should do or say nothing that would cause her to lose the confidence and respect of others. She should avoid voicing unfavorable criticism of other school employees unless that criticism is formally presented to a school official for the welfare of the school.

The Educational Secretary should recognize and perform all the duties of citizenship and should be loyal to the school system, the state, and the nation.

The Educational Secretary should refrain from the use of pressure on school officials to secure a promotion or to obtain favors for other people.

Skill

The Educational Secretary should perform her duties with dispatch and accuracy.

The Educational Secretary should maintain her own efficiency by study, by travel, and by other means which keep her abreast of the trends in educational and business practices.

The Educational Secretary should make the office a congenial and welcome place for all without allowing it to become a social center.

The Educational Secretary should practice the qualities which promote good human relations and good public relations—cheerfulness, honesty, tact, understanding, patience, good judgment.

WHAT DO YOU MEAN WHEN YOU SAY "NAES IS A DEPARTMENT OF NEA"?

The National Association of Educational Secretaries was accepted as a Department of the National Education Association in July, 1946.

Educational secretaries are thus recognized by the largest professional educational association of the United States as important members of the educational system. Educational secretaries are encouraged to become members of NEA.

NAES is one of the 30 departments of NEA. NEA is composed of individual members, departments, commissions, councils, and other related divisions. Departments are groups of educational personnel in specialized areas such as the Department of Secondary School Principals, the American Association of School Administrators, the Department of Women Deans and Counsellors.

While NAES, as do other departments, controls its own funds, elects its own officers, and adopts its own policies and programs, the Association can also enjoy the support and encouragement of NEA.

Publications

It was NEA who several years ago "staked" NAES to a grant to publish *File It Right*. NAES publishes its books with the technical help and advice of the NEA Publications Division. The stock of books is kept in the NEA stockroom and orders for publications are filled by the NEA Mailing Room. NAES bills are paid through the NEA Business Division.

Delegate to NEA Convention

As a Department, NAES may send a voting delegate to the NEA Convention. This delegate also takes care of the arrangements for the NAES Departmental meeting at the NEA Convention as part of the other departmental activities. All educational secretaries are invited to attend this meeting.

The NEA delegate from NAES for 1959-60 who will also arrange the Departmental

meeting of NAES at the NEA Convention is:

Mrs. Corinne Messenger
Junior Past President, NAES
4005 West 25th
Little Rock, Arkansas

Officers' Meeting

Each year in May, the president of each Department and one other officer, or the executive secretary, are invited to the Departmental Officers' Meeting at the NEA Education Center in Washington, D.C., to discuss mutual problems. NEA pays a substantial portion of this travel of departmental officers.

NEA Headquarters Office

Two of the best friends of NAES are on the NEA Headquarters staff: Dr. Lyle Ashby and Dr. Frank W. Hubbard. Both men have encouraged members and officers of NAES, have helped with publications, and both are Honorary Life Members of NAES.

One of the privileges of departmental status is having an Executive Office and an Executive Secretary in the NEA Headquarters Building in Washington, D.C. NAES is one of the five Departments that does not maintain an executive office. This, however, is one of the primary goals of NAES—to have our own central office!

The Association is fortunate, though, to have a contact person at NEA, to answer questions, to look after our publications, etc., to represent us at NEA. She is:

Miss Betsy Sliter
Officer of Educational Services
NEA
1201 Sixteenth Street, N.W.
Washington 6, D.C.

WHO IS NANCY NATIONAL?

Nancy National is the mascot figure appearing on many NAES publications.



II. THE ACTIVITIES

NAES is active in several areas:

- *Publications (a National magazine, handbooks, brochures)
- *The Professional Standards Program
- *Meetings (Regional Conferences, the Institutes, the Convention)

Publications

WHAT IS THE NATIONAL MAGAZINE?

The official publication of the Association is *The National Educational Secretary*.

Published three times a year, in October, February, and May, this 48-page magazine is mailed to all regular and Life members as part of the National dues. A free copy is also sent to the president of each affiliated association.

The magazine contains:

- professional articles by educators and administrators;
- articles on their jobs or office routines by outstanding members of NAES;
- news and activities of the National Association;
- news and activities of the affiliated local and state associations
- advertisements of office and school supplies

The articles are timely and useful. The magazine is lively and informative.

The Editor of the magazine is:

Mrs. Mary Ellen Dettweiler
1726 Columbian
Elkhart, Indiana

The Advertising Manager of the magazine is:

Miss Virginia Mathony
Adult Division, Whittier Union
High School
610 West Philadelphia Street
Whittier, California

The Circulation Manager of the magazine is:

Miss Lola Rieke
Northwestern University
339 East Chicago Avenue
Chicago 11, Illinois

WHAT ARE THE HANDBOOKS THAT NAES HAS PUBLISHED?

NAES publishes a handbook or manual every other year.

Four publications have appeared to date. Each of these was written by the educational secretaries themselves, from questionnaires, from actual experience. The ideas really work in educational offices.

Plan Your Work and Do It

With the 1959-60 membership dues, each National member will receive a free copy of

Plan Your Work and Do It

This is the much-needed manual on efficiency in educational offices, telling how to work smarter, not harder, how to streamline procedures and routines. It suggests short cuts in letter writing; it tells how to plan your daily tasks; it suggests a yearly work calendar; it gives pointers on selecting equipment.

The manual is available to educational secretaries with their 1959-60 dues. The membership application form is found elsewhere in these pages.

Each of the following manuals may be purchased singly for the price listed, or may be ordered together in a package deal for only \$3.25.

File It Right—a filing system and a filing manual for educational offices.

The 29 subject headings most used in school offices and adaptable to any school office system were refined from the filing systems actually used by 300 educational secretaries. The manual gives a Subject Classification and an Alphabetical Index; the index shows where specific items belong under the headings of the Subject Classification. The handbook gives practical ideas on how to set up the *File It Right* system, how to classify items in the files, how to decide what to keep and how to dispose of items not of current value.

Originally published in 1953, now in its third printing of 10,000 copies. Cost \$1.50 per copy.

Blueprint for Action—a manual on how to set up a manual.

This handbook points out why manuals or handbooks are needed, how useful they can be in training personnel or in the smooth, efficient operation of an office. Various types of office manuals are illustrated with suggestions on how to make such a handbook attractive and interesting. The information for this book was gleaned from a survey of the work of educational secretaries made by the NEA Research Division and NAES.

Published in 1955, the cost is \$1.50 per copy.

Action and Reaction—a public relations handbook to help smooth relations with pupils, parents, administrators, and colleagues.

This manual emphasizes the fact that the educational secretary is often the official voice of the educational system to the community, the pupils, the parents. This manual gives illustrations and suggestions supplied by girls on the job as to how the educational secretary handles tactfully the inner and outer aspects of her job.

Published in 1957, jointly by the National School Public Relations Association and NAES, single copies are \$1.25.

Each of these three manuals, *File It Right*, *Blueprint for Action*, and *Action and Reaction* may be purchased singly for the price listed, with liberal discounts for quantity orders.

Or, all three may be ordered in a 3-for-1 package deal for only \$3.25. Order from and make checks payable to the National Assn. of Educational Secretaries, c/o National Education Association, 1201 16th St., N.W. Washington 6, D.C.

WHAT ELSE DOES NAES PUBLISH AND WHERE MAY I SECURE COPIES?

Brochures

The "Nancy National" brochure, used to renew old memberships and recruit new, is printed each fall and contains the calendar of meetings and activities. A copy is sent to each National member of the previous year and to each name on the Potential mailing list. Additional copies may be secured by writing to the Corresponding Secretaries.

Additional copies of this brochure that you are now reading, "*Speak Strong for NAES*" may be obtained by writing to the President.

The brochures containing the programs and reservations forms for the Regional Conferences, the Institutes, and the Convention are available from the Corresponding Secretary.

Copies of the "Code of Ethics" and the Constitution of NAES may be secured from the Treasurer.

The brochure on the details of the Professional Standards Program may be obtained from either the Chairman of the Program or the Registrar, as listed in the section under Professional Standards.

A brochure describing the publications with order forms may be secured from the President.

A packet containing all of these free brochures may be obtained by writing to the President.

The 1961 Publication

The 1961 publication, which will be a handbook on taking, preparing, and indexing minutes, is already in the process of being gathered and written. The co-chairmen of the 1961 publication are:

Mrs. Amy Ruhland
8718 Eulalie Avenue
Brentwood 17, Missouri
Miss Dolores Orth
4250 W. Fond du Lac Avenue
Milwaukee 16, Wisconsin

Professional Standards Program

WHAT IS THE NAES PROFESSIONAL STANDARDS PROGRAM?

National members can earn 9 grades of certificates under the Professional Standards program, based on:

Education—You start with high school graduation and secure additional educational points with formal college or university courses or by demonstrating in the NAES testing program, a mastery of subject matter learned through experience and self-study.

Experience—You accumulate experience points yearly.

Professional Activity—As a member of the educational team, the educational secretary has a responsibility to the professional organization in her specialized field. You count toward your professional activity points membership in professional associations; attendance at conventions, conferences, workshops, institutes, and in-service training sessions; participation in your state, local, and National Association as officer or committee member.

The first seven of the nine grades of certificates may be earned without college credit, but college credit is recognized beginning with Grade II.

A detailed brochure on the Professional Standards Program is available. You may write to the Chairman of the Professional Standards Program:

Miss Virginia Riley
Mt. Vernon City Schools
Box 423
Mt. Vernon, Illinois

Or, you may secure both the brochure

(Continued on page 37)

A Superintendent Speaks for N.A.E.S. Membership

by
JOE C. RICE
Superintendent of Schools
Elkhart, Indiana



Mr. Rice's varied background in education includes an elementary teacher, high school teacher, high school principal and superintendent in four Indiana cities—Corydon, Martinsville, Frankfort and presently at Elkhart. Our distinguished author is tops in the field of public relations. No matter how busy he is, he always has time to listen. A strong association man, he is prominent in AASA, the Indiana Superintendent's Association, and is a member of the General Commission of the Board of Education in Indiana. His relaxing hours are spent at athletic events, photography and flower growing. He likes people. (It goes without saying that people like him, too.)

The writer has every selfish reason for being an enthusiastic supporter of the N.A.E.S. He has been something of a rolling stone among administrators. In the adjustment necessary in three moves to new communities, he has been aided tremendously by secretaries on the job who have had all the information of the schools and community at their finger tips and who have kept him informed at all times. It is not a coincidence that each of these

secretaries has been and is now active in a professional organization.

We just don't remember reading about a secretary's part in training a superintendent or principal, but we have known of some cases where a secretary was worth as much as two sessions in summer school if not another degree. There are some girls in Indiana who have established excellent reputations as trainers of administrators.

We have found that good educational secretaries, like good teachers, like to help people. Not only do they enjoy helping the people they work with, but they enjoy helping people who are complete strangers. They are missionaries at heart.

Being an educational secretary can be a lonely job even when surrounded by a lot of people if there is only one secretary in the school. All too often, the secretary has not had specific training for her position and assumes it without benefit of a list of duties or any other sort of job analysis. In this case, she can only take over the information counter, the telephone, and the typewriter and wait to see what happens. The waiting period will be very short and then she must battle her problems one by one with little time between and only the help of her own conscience and good judgment.

A few years ago a small group of capable and ambitious educational secretaries decided to do something about it and formed the National Association of Educational Secretaries. Always diplomatic and never wanting to offend their employers, who already should have planned such action, these modern-day pioneers stated their purpose "to raise standards . . . and to pool ideas and ideals toward a finer and more efficient service to the schools and the community." In twenty-five years, they have accomplished their purpose and at the same time have made their jobs into a profession.

The Code of Ethics of the N.A.E.S. is an excellent guide and one of which any profession might be proud. Several handbooks have been published and another is on the way. These are equally valuable to secretaries and to the people they serve.

We have attended their meetings and have seen the exchange of ideas and formation of friendships. We have read their professional magazine and felt the warm flow of inspiration and information going out to all members. We have profitted by the improvement of their service as they have shared their experiences. We have seen inexperienced girls become good educational secretaries and have seen good ones become better through their professional association. We have seen that those secretaries who are members of their professional organization are more likely to remain in their positions than those with little or no professional investment.

All these things might possibly have

happened in some other circumstances, but the membership in such an organization seems to be the quick and easy and pleasant way to get the desired results. Membership in the N.A.E.S. is valuable for any educational secretary. We think it is especially valuable—we are tempted to say necessary—for those who are beginners and for those who work in the smaller offices. No matter what the assignment, a worker is more efficient if she knows what others are doing in similar situations. She will gain greater satisfaction from her work as she shares the inspiration of the best in her profession. As she grows in her work, she becomes an inspiration to others. There is no limit to the good that can be accomplished by the ever-widening help and influence of inspired workers. We hope that employers may recognize the value of this membership and that all secretaries will be urged to attend conferences and other professional meetings of their group.

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Humanics

by
DR. VINTON LOGAN

President, Logan Chiropractic College
St. Louis, Missouri



Dr. Vinton F. Logan has been a chiropractor for thirty one years. He practiced in Los Angeles for eight years and went to St. Louis, Missouri, in 1935 to become the Dean of Logan Basic College of Chiropractic. He has been the President of Logan College since 1944 when his father died. Students from all over the United States and foreign countries receive their chiropractic training at Logan College.

Dr. Logan lectures throughout the country representing his profession. He is a member of state and national Chiropractic organizations. He is active in local civic affairs and is a member of a Citizens' Committee appointed by the Mayor of his community.

Dr. Logan has two hobbies—One is auto racing. He has been a track-doctor at the Indianapolis Speedway for a number of years. A second hobby is human relations . . . Dr. Logan has talked on this subject at the N. A. E. S. Convention in St. Louis this year.

Every life is important and throughout a lifetime we all have many problems that could best be solved if we made a study of humanics—getting along with people—personal public relations. We must all recognize that it is vitally important to build ourselves. The development of the individual both mentally and physically is important. This thought is best expressed by the following poem, author unknown to me:

Man Making

We all are blind until we see
That in the human plan,
Nothing is worth the making if
It does not make the man.
Why build these cities glorious—
If man unbuilded goes?
In vain we build the world, unless
The builder also grows.

No matter what you do in life, unless you develop a satisfaction as a result of your accomplishments, you will not be a happy and well-balanced individual. Life must be focused, dedicated and disciplined—then life can be more effective. Like a great stream of water, it becomes truly of value when harnessed.

For a full life, a man should have health and ability and, above all this, he must learn to get along with his fellow man. He must practice personal public relations. The values of personal public relations are many and great:—better working conditions, a happier home, youngsters grow up properly. It really can be the difference between success and failure. The man who has the best chance to reach the top is the man who likes his work or job so much that it doesn't seem like work. When your becomes so much fun that it is almost like a hobby, you are in the right position and you, as an individual, have an opportunity to express yourself fully and happily.

The game of human relations—of getting along with each other—has rules like any other game. These rules are simple and probably well-known to you. If you want to be a personality who stands out, loved by your fellow man, able to work with those about you and have an opportunity to express yourself, you must follow the rules and practice them daily; they must be imprinted in your mind so that they become a part of you. You will become the kind of person who overcomes your problems.

First you must prepare by knowing the things which everyone wants. In this world, every individual wants to feel good,

everyone wants to be loved and needed, he needs to be comfortable or at ease, he wants to be important to someone or something, and every human being loves to see, hear, smell, taste and feel. You must keep these things in mind as basic requirements of most every human being in your relationships with your fellow man. We now go to the rules of the game.

You have to like people—is rule number one. Most of us think we like people but it is the depth which is important. Too many people turn their likes on and off because they don't like one little thing the other fellow does. One must remember, everyone has feelings and thoughts are things not easily hidden. You cannot fool a dog, or a horse, or a human being. Try to really like people and keep out of your mind the secondary, petty things people talk of and think of regarding their fellow man. You will have begun a campaign of improving your feelings with other people and, more especially, therefore, their feelings toward you. If you want people to like you, like them. If you really like them, and feel it, you won't have to tell them—they will just know it.

The second phase of human relations is taking an interest in your fellow man. When you give attention, you get attention. Every human being wants respect and admiration. They love to be appreciated. From the time they are born, people never complain of others being too interested in them—they usually complain of those who are not. Making a habit of being interested in your neighbor, in his home, in his family, in his job, being happy for his accomplishments—this is the second rule. The best investment you can make is in a human being. Your interest will be returned.

You will believe in people. This third step automatically follows the first two. Liking someone, taking an interest in him, first thing you know you will believe in him. This feeling can come at the beginning of a friendship but it is based on the factors already mentioned. You will actually develop a feeling of getting along with people—it will be a part of you everyday. I suppose this emotion or ability could be called the fourth step.

One must keep his mind alive and be interested in the world and people about him. If you find yourself unhappy, maybe it could be you have created such a world

about you that no one wants to be in it. You have all heard of the fellow who spent \$5,000 to get rid of halitosis only to find out that people didn't like him anyway. It is important that one always be enthusiastic for life—have great goals, and there are goals to fit every age and occupation. Even those who get beyond the half century mark can spend their lives in helping to improve the world, helping people think the right things—for their friends in the later years need more help and attention than in early years. Goals need not always be materialistic. The things most people want are free.

Every action you make is an expression of yourself. In every human being there is greatness. Every human being has an average ability plus—something out of the ordinary; it may be a special brand of courage, a level head in all situations, or the ability to kindle the spark of life in those who have lost their zest. It is better to light one candle than to curse the darkness. Be a human being alive among your fellow men. You never know how far reaching something you may do or say will be. Always remember there is nothing greater in life than people.

Bear in mind it is important to a man's life to know where he is going. He must continue to read and study so that his mind has food as does his body. He must develop his poise and personality and this power of knowing how to get along with people.

Now and then you find a human being who is seemingly blessed with an abundance of ability in human relations but it is much like the man who has a fine ability to play the violin, or any other instrument—he practices the things so essential to the ability.

Live the life you know you can and don't be like Eddie, who left his job and when an old friend came in to see him, the boss said he was gone. The friend asked who took his place and the boss said, "No one. Eddie left no vacancy." Some people leave a vacancy in life because they have been so much to people and when they are gone they are missed. I guess the best way to live is in the hearts of people. In so doing, you not only improve your relations for yourself but you teach others a way of life as important as anything else that may be

Speaking Nationally....

ACTIVITIES, PLANS, AND PROJECTS OF THE
NATIONAL ASSOCIATION OF
EDUCATIONAL SECRETARIES

Preview *Detroit Regional Conference*

Always remembering that "The play's the thing," Rachel Maynard, NAES President, Pauline Hollis, Regional Chairman, and Merle Scheibner, Detroit Chairman, announce the stage is set, the cast is selected, rehearsals almost ended, and the curtain is about to go up for a thrilling Regional Conference to be held at Detroit, Michigan, November 6, 7, and 8 in the plush Statler-Hilton Hotel. This slice-of-life drama on a pertinent theme of "You—The Center of Your World," has powerful points in its favor. First, it will be a play about the problems peculiar to the educational secretary; and second, as the title implies, because of its interest and closeness to everyone.

On stage, when the curtain rolls up, will be an impressive and lively cast to perform for your edification and enjoyment. Among the performers will be the Willow Run Gals to take care of registrations Friday evening and Saturday morning; the Michigan Association of Educational Secretaries, hostesses for the Friday night Open House; and Rachel Maynard and Lorraine Parker, MAES President, who will open the show Saturday morning.

The first speaker to take the spotlight will be Mr. Howard F. Shout, Acting Assistant Director, Employment and Research, The Detroit Edison Company. He will tell us "It Takes Two To Communicate."



by
VELMA NORMAN
Associate Editor

The first matinée performer, a successful star in her own right, will be Dr. Irene Place, Associate Professor, School of Business Administration, The University of Michigan. She will show us how to keep "On the Road To Secretarial Success."

The third act will bring Dr. Lawrence P. Tourkow, Associate Professor, Department of Psychiatry, College of Medicine, Wayne State University, whose subject "Mental Health: Personal Goal or Pie In The Sky" should be both interesting and informative.

You are also invited to play an important role in these attractions—that of a participating audience, because there will be buzz sessions or discussions after each talk.

Now, if you have lived through all your stage fright and opening night jitters you will also be expected to make an appearance in the next feature, the Satur-

day night banquet. You will hear from a favorite, Mr. Charles Hoyt, Instructor, English Department, Wayne State University, who will elucidate on "Jazz and Its Origins."

The scene Sunday will open at breakfast with the entire cast headed by Miss Agnes Chamberlain, Secretary to the Vice President for Academic Administration, Wayne State University.

As a grand finale the entire troupe will tour historic Greenfield Village, and end the circuit with a visit to the Henry Ford Museum.

For a sudden "flash back" we must talk about costumes. In Michigan, this time of year, the weather is unpredictable. It will probably be cool to downright cold. But

this makes the packing problem, for seasoned troupers really easy, and "ingénues" are urged to wear suits and warm top-pers. Pack an extra suit or skirt, pop in some of those easy-to-care-for blouses, a dress-up frock for the social events, and you are practically on your way. For Hamlet's sake, don't wear new "pinchy" shoes or girdle! Relaxation, fun and learning of lines are orders for each day, and this can't be accomplished if garments aren't comfortable. Remember, too, every good trouper totes easily packed rainwear, favorite cosmetics, robe, slides, and an extra tax exempt certificate.

Since this big show is practically a "command performance" will we see you on set?

Good luck to you!

MAY the new school year just starting be a most happy and successful one for every one of you, School Secretaries!

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(Reservations Must Be Received Not Later Than Oct. 23, 1959) NOVEMBER 6-7-8, 1959

REGIONAL CONFERENCE NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES MICHIGAN ASSOCIATION OF EDUCATIONAL SECRETARIES

Detroit, Michigan

MAKE CHECKS PAYABLE TO: Evelyn Strader, 759 Allen, Ypsilanti, Michigan

Please make the following reservations for me for the Regional Conference:

| | |
|--|---------------|
| Conference Registration Fee (to be paid by all who attend) | \$2.00 |
| _____ Open House (Friday 8:00 p.m.) | complimentary |
| _____ Banquet (Saturday 6:30 p.m.) | \$ 6.00 |
| _____ Breakfast (Sunday 8:30 a.m.) | \$ 3.00 |
| _____ Tour of Greenfield Village and Henry Ford Museum.. | \$ 3.00 |
| _____ (Dutch Treat Luncheon) 10:00 a.m. - 3:30 p.m. | |

I should like to join the following associations:

| | |
|--|---------|
| _____ National Association of Educational Secretaries Dues.. | \$ 4.00 |
| _____ Michigan Association of Educational Secretaries Dues.. | \$ 1.00 |
| _____ National Education Association | \$10.00 |

PLEASE PRINT OR TYPE:

Total Enclosed

\$ _____

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|---|--------------------|--------------|---------------|
| _____ (Last Name) | _____ (First Name) | _____ (Miss) | _____ (Mrs.) |
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| _____ (Street and Number) | | _____ (City) | _____ (State) |
| School Address _____ | | | |
| Position in school system _____ | | | |
| Name the state and/or local secretaries association of which you are a member _____ | | | |
| Names of guests _____ | | | |

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TO: Front Office Manager, Statler-Hilton,
Grand Circus Park at Washington Blvd. and Bagley Ave., Detroit 31, Michigan.

Please reserve the following for me at the Statler-Hilton (check one) for the NAES Regional Conference:

| ROOM RATES | LOW | MEDIUM | BEST |
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| Twin, _____ | 13.50 to _____ | 16.00 to _____ | 20.50 to _____ |
| with Shower _____ | 15.00 <input type="checkbox"/> | 19.50 <input type="checkbox"/> | 29.00 <input type="checkbox"/> |
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Front Office Manager, Statler-Hilton, Grand Circus Park & Washington Blvd., Detroit 31, Michigan

Professional Standards Program The Third Year

by
MARY C. LAWRENCE
Registrar

This third year since the Professional Standards Program was adopted, our National Association of Educational Secretaries at the banquet session of its annual convention 1959 awarded certificates of merit and achievement to 61 persons from 20 states. One-third of this number, present to receive the certificate in person from Virginia F. Riley, co-chairman of the Standards Committee, also were handed a green ribbon embossed in gold "Professional Standards Program." Available this year for the first time is a dainty guard pin PSP which may be purchased through Isabel M. Paddock, treasurer.

Grade II was represented this year with 8 individuals, while the greatest number qualifying in any one grade this year is Grade VI with 19. During the three-year period 182 individuals have qualified for one of the certificates, Grades I through IX, with 31 of the 48 states represented.

A brochure with an entirely "new look" embodying pertinent information about the Professional Standards Program should be ready for distribution by the time this magazine reaches you. Program aids—visual and otherwise—are being prepared to help state and local associations present the standards program to their membership and administrators. These aids may be scheduled through Miss Virginia F. Riley, Box 423, Mt. Vernon, Illinois; copies of the brochure for distribution to state and local groups may be secured by writing Mrs. Martha S. Luck, Northwestern University, 339 E. Chicago Avenue, Chicago 11.

Important notes during the year: one person has filed "Intention to Improve Certificate Grade" from Grade V to Grade VII under the test option; one person, although she needed to pass only six tests to qualify for Grade VII, took all seven tests as an experiment—and passed

all seven; the Danville, Illinois school system has recognized the Professional Standards Program by recognizing the attainment of Grade II certificate through a salary increment.

Certificates Awarded July 18, 1959, St. Louis, Missouri

Grade I

Mrs. Olive D. Carroll, California
Miss Helen R. Meyer, Connecticut
Mrs. MaBelle L. Perkins, California

Grade II

Mrs. Dorothy W. Allen, New York
Miss Miriam Claussen, Utah
Mrs. Helen Mae Fenner, California
Mrs. Helen M. Gardner, New York
Mrs. Marie C. Gooderham, Utah
Mrs. Lilabelle Mae Hanify, Illinois
Mrs. Martha Jane Martin, Illinois

Grade III

Mrs. Gwendolyn F. Ablutz, Colorado
Mrs. Virginia E. Davis, Colorado
Mrs. Wanza Y. Davis, North Carolina
Mrs. Helen M. Fairall, Ohio
Mrs. Eleanor R. Paisley, Texas
Mrs. Janet L. Rogers, Colorado
Mrs. Elizabeth K. Yakonis, Pennsylvania

Grade IV

Miss Barbara Ann Dilley, Colorado
Miss Florence L. Franzen, Connecticut
Mrs. Muriel M. Hicks, Virginia
Miss Geraldine Palmer, Texas
Miss Mildred Stewart, Indiana
Mrs. Imo M. Stotts, California
Mrs. Mary A. Tryon, California
Mrs. Irma M. Van Hecke, Missouri

Grade V

Mrs. Lillian K. Elliott, Virginia
Mrs. Kathryn S. Hutcherson, Virginia
Mrs. Emily S. Jackson, California
Mrs. Dorothy T. Walker, California

Grade VI

Miss Margaret M. Bishop, California
Mrs. Alice N. Cary, Illinois
Mrs. Angela G. Cunningham, California

Mrs. Thelma L. deJong, California
 Mrs. Erna V. Dorre, Illinois
 Mrs. Minnie J. Ducharme, Connecticut
 Mrs. Josephine C. Ferlita, Florida
 Mrs. Eunice T. Flaherty, Connecticut
 Mrs. Lila T. Foltz, Colorado
 Mrs. Sophia R. Granda, Florida
 Mrs. Grace K. Hannum, Texas
 Mrs. Marion B. Harris, Virginia
 Mrs. Alta E. Jessee, California
 Mrs. Mary W. Koehler, California
 Mrs. Betty Jean Morris, California
 Mrs. Maxine May Rice, Washington
 Mrs. Lacy R. Seabright, Virginia
 Miss Grace F. Smith, Minnesota
 Mrs. Harriett M. White, California

Grade VII

Miss Nelle I. Creasman, North Carolina
 Mrs. Virginia W. Deuben, Iowa
 Mrs. Frances Haller, Minnesota
 Miss Dora M. Harthun, Illinois
 Mrs. Oressa L. McQueen, Illinois
 Miss Caroline M. Steenberg, Minnesota

Grade VIII

Miss Viola E. Craig, Washington, D.C.
 Miss Helen Marie Felker, Wisconsin
 Mrs. Dorothy P. Hooper, California
 Miss Erma Lee Johnson, Mississippi
 Mrs. Geraldine Rowlands, Colorado
 Miss Frances Wilson, Texas
 Mrs. Edna W. Woodside, Texas

Grade IX

None

Option 1—Tests

Applicants planning to meet the educational requirements of a certificate by taking tests will need to keep in mind that applications must be postmarked no later than MARCH 10 prior to April 8 and 9, 1960. Additional test centers could be set up during the year upon petition of 10 persons wishing to take one or more tests and suggesting a college location.

Tentative Location of Test Centers

University of Arizona, Tucson, Arizona
 University of Arkansas, Extension Center, Little Rock, Arkansas
 University of California, Los Angeles, California
 University of Denver, Denver, Colorado
 University of Florida, Gainesville, Florida
 Florida Agricultural and Mechanical University, Tallahassee, Florida
 Northwestern University, Chicago, Illinois
 University of Wichita, Wichita, Kansas
 Boston University, Boston Massachusetts

Wayne State University, Detroit, Michigan

Macalester College, St. Paul, Minnesota
 Kent State University, Kent, Ohio
 University of Oregon, Eugene, Oregon
 University of Utah, Salt Lake City, Utah

Longwood College, Farmville, Virginia
 Again this year several applications have come in for processing since the May 15 deadline for completed certificates to be awarded at the annual convention in St. Louis. Enthusiasm on the part of the school office employees for a certificate has grown as information is received. Next year the May 15 deadline will hold for completion of applications for certificates to be awarded in July 1960.

Send your request for application forms *now*, complete your qualifications for a Professional Standards Certificate, and wear with pride the identifying PSP green ribbon on the guard pin.



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**NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES PRESENT TO RECEIVE CERTIFICATES
AT ST. LOUIS, MISSOURI, JULY 18, 1959**

FIRST ROW, LEFT TO RIGHT—Mary C. Lawrence, Registrar; Virginia F. Riley, Co-chairman Professional Standards Committee; Caroline M. Steenberg, Minnesota; Nelle I. Creaman, North Carolina; Viola E. Craig, Washington, D. C.; Virginia E. Davis, Colorado; Lila L. Folz, Colorado; Martha J. Martin, Illinois; Oressa L. McQueen, Illinois; Kathryn S. Hutchinson, Virginia; Lillian K. Elliott, Virginia; Mariel M. Hicks, Virginia.

SECOND ROW, LEFT TO RIGHT—Irma M. Van Hecke, Missouri; Frances Wilson, Texas; Helen Mae Fenner, California; Betty Jean Morris, California; Mary W. Koehler, California; Alice N. Cary, Illinois; Lilabelle Hamify, Illinois; Elizabeth K. Yakonis, Pennsylvania; Helen R. Meyer, Connecticut.

Let's Select the Candidates for Election of Officers for 1960-1962

by
Shirley Yetter
Chairman of the Election Committee
Denver, Colorado



This year, the year of electing the president and other officers of the National Association of Educational Secretaries, is a most important one, not only on the part of the Committee on Elections, but on the part of YOU, the members. It is the duty and privilege of each member TO HELP in the selection of the candidates for the 1960-1962 ballot.

According to the Constitution, the Committee on Elections consists of five members. Two members are elected by the Advisory Council from the membership of the Council. Two others from the members of the Executive Board; and one is from the membership at large. These last three are selected by the President with the approval of the Executive Board. In selecting members for the Committee, geographic locations are kept in mind so that the entire country may be represented as well as possible. The Committee on Elections for 1960 is as follows:

Two Advisory Council Members

Helen Fenner, 8026 E. First Street,
Paramount, California
Helen Meyer, Professional Building,
Rockville, Connecticut

Two Executive Board Members

Mary Ellen Dettweiler, 1726 Columbian Avenue, Elkhart, Indiana
Shirley Yetter, 2596 S. Lafayette Street, Denver 10, Colorado

One Member at Large

Ruth Byron, 1201 Race Street, Denver 6, Colorado

According to the Constitution, there must be TWO CANDIDATES FOR EACH OFFICE. IF THE PRESENT INCUM-

BENT HAS SERVED ONLY ONE TERM, SHE IS ELIGIBLE FOR RE-ELECTION. WHERE THE PRESENT INCUMBENT HAS SERVED TWO TERMS, SHE IS NOT ELIGIBLE FOR RE-ELECTION. However, it is important to remember that officers completing second terms in one office are eligible for candidacy to another office. Those who are completing their terms this year have made excellent officers and deserve the expressed appreciation from the membership.

We should appreciate your suggestions for the following:

President:

Rachel Maynard, Tucson, Arizona, has served one term.

Second Vice President:

Charlotte Parr, Eugene, Oregon, has served one term.

Corresponding Secretary:

Angie Holms, Alhambra, California, has served one term.

Treasurer:

Isabel Paddock, Warwick, New York, has completed two terms.

Executive Board Members:

Lois Lillie, Dover, Delaware, has served one term.

Pauline Hollis, Frankfort, Indiana, has served one term.

Thank you for reading this article. Please exercise your rights as a member by sending suggestions for candidates to any one of the members of the Committee on Elections by December 1, 1959. This early date is necessary to insure adequate time for the selection of the best possible candidates. The ballot will be sent to you early in 1960.

All About Membership

by

LETHA E. WALTERS

Third Vice President
Membership Chairman

(Accountant, Business Office, Colorado Educ. Assn)

Unless there is a strong professional organization—there can be no profession—there are only a great many individuals engaged in the same kind of work. It is only as a result of its own organized, self-directed efforts that status as a profession may be achieved by any group.

A profession is created. Creation begins when a group of practitioners pools its resources, talents, efforts and vision to build an organization.

Doctors, lawyers and teachers had no profession, as we know it today, until they organized to create one.

A small group of secretaries who met twenty-five years ago to form a national association of school secretaries—which is the National Association of Educational Secretaries we know today—were already members and leaders of local and state associations. They knew it would require organized efforts on a national level to achieve the professional status they sought.

The pooling of nation wide resources—

- human and financial, are essential to supporting the continued growth and advancement of a profession.

- knowledge and information, are essential to the continued advancement of the profession's work.

- strength, are essential to maintaining the profession's status.

Our local associations throughout the nation could not represent the best interests of their members by functioning individually. Not only would such individual effort be wasteful because of duplication, it would be ineffectual because of lack of strength. There are many voices clammering to be heard by the public. When the profession of educational secretaries speaks with the strength of one unified voice and when its statements are supported by vast research resources and based on provable fact, it not only commands attention but is accorded respect. One secretary alone can achieve little, even at great sacrifice of time, effort and personal funds. When she joins with her

fellow secretaries locally, she adds to her strength. When she and her local group pool their efforts and resources with those of thousands of other secretarial employees—they not only multiply, they magnify their effectiveness and achieve this at a minimum cost of effort and funds to the individual.

To continue toward the achievement of our objectives for professional status for the educational secretary, your help is needed to gain the goal set for 1959-1960 of a 25% increase in membership for our twenty-fifth anniversary. This is the year for each of us to work for a new all-time membership high in all three of our professional organizations—local, state and NAES.

How many members did your state have last year? Each of us could make it a point to encourage one non-member. Invite non-members to meetings held by the local and state associations. Make them feel that they are wanted. Then follow this up with a talk on how the associations work together—why membership in all three is important. Educational secretaries should feel not only that they need their associations, but that their associations need them. A friendly welcome is important in making non-members feel that the associations care about her. To her, you are the association.

Why should we stress membership in all three associations—local, state and NAES? Some educational secretaries will ask why membership in one or two is not enough. The answer—no one of the associations works alone. A local association needs the support of state and national. A state association needs strong membership, active support from locals and the same national services and support.

To gain the recognition rightfully due the educational secretary, is through a united profession—all active members of local, state and NAES. The three are interdependent. No one can function at full

efficiency without the strength and support of the others.

Our profession can be strong only as its organization is strong. The first requisite of strong organizations is strong membership. To achieve a strong and vigorous membership, effective organization for membership promotion and recruitment must be set up. Effective involvement of members in the affairs of their associations is important to their continuing interest and support of the association.

Many associations are content to put on a membership drive in September or October and then call it a day. The impetus of a good campaign can be used, however, to round up still more members and build greater strength through a well-planned follow-up program—so we must not stop when we have reached our 25% goal set for this year. Mr. John H. Starie, NEA

field representative, said at a meeting held in St. Louis on July 4th, 1959, that setting a goal is like buying a plane ticket. It will not get us home unless we go down to the airport and board the plane. So in associations, we need machinery.

In order to assist local and state officers and committees, the executive board is appointing state directors, as resource persons, who will share in the development and carrying out of an effective membership enrollment and membership service campaign. Each state will be notified through its president, as rapidly as appointments are made and accepted. Use these people for ideas, materials, assistance, and information. The best ideas and talents must be drawn into our associations to build a truly united profession.

NAES Departmental Meeting

by
Corinne Messenger

To All Members of National Association of Educational Secretaries

Greetings! And Attention!

Remember NAES Departmental meeting during the National Education Association Convention which meets in Los Angeles, June 26 to July 1, 1960.

In planning your participation in the affairs of your professional association, the National Association of Educational Secretaries, you may be looking with longing towards the Annual Convention and Institute which is to be held at the University of New Hampshire in Durham the last week in July of 1960. If you can possibly attend, do so by all means. You will find that you are among the most fortunate of educational secretaries if you can have this experience.

However, if you find New Hampshire to be out of your distance range, then you may wish to plan to attend the Departmental meeting of the NAES which is now held annually under the auspices of the National Education Association during the NEA Convention.

The purpose of this announcement is twofold: first, it is to remind you of the annual Departmental meeting of NAES at NEA Convention for one day, only; and

second, it is to advise you who plan to attend to secure room reservation early. The St. Louis Registration Bureau advised that all hotel rooms in St. Louis were reserved by January 1 for the NEA Convention in 1959.

NAES Department Day has not yet been officially assigned, but in 1959 it was on Monday of Convention week, and will probably be the same in 1960, June 27. All details for the 1960 meeting will be announced in following issues of the Magazine.

The Departmental meeting in St. Louis provided interest, information and pleasure for those attending. The program was as follows.

Morning—Coffee Hour and Registration followed by Round Table Discussions
NAES-NEA Relations, Corinne Messenger, Past President

Membership, Letha Walters, Vice-President, Elect

St. Louis Convention, Jean Fritsche, Convention Arrangements

Professional Standards Program, Virginia Riley, PSP Chairman

Noon—Luncheon

NAES Professional Responsibilities, Newell Walters, National Representa-

tive and Executive Director, Colorado Education Association
 Afternoon—Visit to NEA Exhibits
 Evening—NEA Friendship Night and President's Reception
 Hawaiian members provided entertainment

President's reception line composed of Departmental Representatives

Plan to attend some activity of your professional association during 1959-1960. All those sponsored by the National Association except, possibly, the Departmental Meeting will be announced at other places in the Magazine and in the Annual Brochure.

There will be two NAES sponsored institutes in addition to the one in New Hampshire. One will be at Texas University (date to be announced) and one at the University of Arkansas, July 24-30, 1960. If New Hampshire is too far away from you, perhaps you can plan to attend one of the others.

A New Book

Basic Principles of Parliamentary Law and Protocol, by Marguerite Grumme will help every president of every affiliated association!

This small hand-sized booklet tells you just how to open a meeting, how to conduct business, how to handle motions, how to be a presiding officer.

There are suggestions on special meetings, introductions, types of program seating of guests—all the details any officer of an association has worried about. The answers are here!

Mrs. Grumme spoke before the Professional Association Leadership class at the St. Louis Institute this summer. Members of the class were so enthusiastic about her book that they bought 80 copies. Get yours today!

Simply send \$1 to Mrs. Marguerite Grumme, 3830 Humphrey Street, St. Louis 16, Missouri.

REQUEST FOR APPLICATION FORMS

for

Professional Standards Program

of the

National Association of Educational Secretaries

Miss

Mrs.

Name Mr. (Last) (First) (Middle)

Mailing address (Street and Number)

..... (City) (Zone) (State)

Date Mail Request to one of following:

Mrs. Mary C. Lawrence
 Registrar of Standards Program
 103 Lucky Street
 Fayette, Missouri

Mrs. Lila L. Foltz, Ass't.
 Registrar of Standards Program
 1711 - 15th
 Boulder, Colorado

The 1959 National Convention

The opening session of the twenty-fifth convention of the N.A.E.S. was held in the Crystal Room of the Coronado Hotel, St. Louis, Missouri, July 18, 1959, with President Rachel Maynard presiding.

Mr. C. H. Lindemeyer, President of the Missouri State Teachers Association extended greetings. His message contained the following: "From time to time, the United States has had various slogans—a chicken in every pot, a car in every garage, every child in school, every classroom must have a well qualified teacher—but I am thinking that you should adopt the slogan 'every teacher must have a well-qualified secretary.'"

As about one-half of the secretaries attending the convention were new (this was their first convention), President Maynard explained the meaning of the title of our Association—NAES. National means all over the country—every state in the Union, including Alaska, Hawaii, and Canada. Association means coming together as we did in this convention. The purpose of this Association in coming together—reading from our Constitution—"to elevate the standards of the group and through organization to pool our ideas and ideals toward a finer and more efficient service to the schools and to the community."

In the absence of Isabel Paddock, the Treasurer's report was given by Lola Rieke. As of June 13, 1959, there was a balance of \$14,866.16 in the treasury.

Committee chairmen made only brief

reports of their activities since complete reports of the Executive Board and Committee Chairmen were given to each convention registrant.

The Convention banquet was held on Saturday evening. The tables were beautifully decorated with vanda orchids and centerpieces made of silver and orchid. Dr. Vinton Logan, President of the Logan Chiropractic College in St. Louis was the speaker. His topic was "Humanics." Content of his message is carried in another article in this issue of the magazine.

A back stage tour at the Metropolitan Opera and a catered dinner before the play were the highlights of Sunday evening. Monday, July 20 through Friday, July 24, were spent at Washington University. Each morning the sessions were opened by inspiring speakers. The topics were "Normal Aspirations and Content" by Dr. Adolph Unruh; "Old and New St. Louis", Mr. Ralph D'Oench; "Let's Be Businesslike", Mr. J. J. Ritterskamp, Jr.; "Mirror, Mirror on the Wall", Mrs. Gladys Meyer and "True Greatness" by Dr. O. Walter Wagner. Following these sessions, we attended classes in Professional Association Leadership, Commercial Correspondence, Public Speaking, Human Motives, Records Administration, Reading for Today's World, World Events, Work Simplification and Understanding the Arts.

The group attended the St. Louis Cardinals vs. Chicago Cubs ballgame on Tuesday. On Thursday, a riverboat trip on the Thunderbird was enjoyed by 120.

Nancys in the Spotlight

by

EULA LAWRENCE
Louisville, Kentucky

Although the supersonic whirl of activities kept speeding the moistly enervating days of the convention and institute, this Nancy snatched every moment possible to talk with and to think a little about the many Nancys she had the privilege of meeting in St. Louis.

Yes, this was my very first convention and institute, but as I observed the Nancys and traversed the campus of the University with them, it did not take long for me to learn that in each per-

sonality, there was a great human quality, an *esprit de corps*. Let's turn the spotlight on a few!

One of the most important guiding mentors of Nancy National is a busy brisk, cheerful cherubic, pleasingly pleasant, amiable, affable, and efficient executive—her "peaches and cream" complexion the envy of all—her zeal seems to spearhead as she instills in our hearts committee organization, objectives, and parliamentary law, giving vent to the full force of her

nature when she gets into the detail of leadership. How gracious in manner and cordial in demeanor are one's thoughts of this Nancy. Her executive ability is top-most—that she has the love and respect of all is obvious—this Miss Personality Plus!

Now take another Nancy—upon this rock will we build; I am not trying to be sacrilegious, but in this Nancy we have a person upon whom we can build—calm, collected, very conservative and cautious, capable of strong emotion but not given to any outward expression that would in any way mar that stoic solidity of silent repression. When she calls you by your first name,—and she does that to every one,—here is a genuine humanitarian, beloved by all!

Or—that pretty dark-haired Nancy presiding so beautifully, her voice ringing clear with consecrated sincerity that all must be well. Or, that Nancy who does so much for others. Her personal interest in the children in her school is notable and they'll long remember her as having helped them. Hath not this Nancy something of the Divine Spark in her? Did not everything about the Convention and Institute point toward wonderfully prepared plans and their fulfillment, due no less to these two? Did not the fun and activity lift us out of the "slough of despond"—(500 words indeed, Mr. Public Speaking Professor, have a heart, and he did!), making us glad we spent our June pay-check in coming to this place?

Now take that Nancy who always says with a philosophical twinkle in her eye, "Good Morning" or "Good Afternoon" as the case may be. Her tenacity of purpose, her firm stand for good working materials, right tools, and advantageous layouts to provide flow of work in as direct a sequence of operation as possible indicates this Nancy is "on the beam" and wants others to be. Her consecration to an ideal and her unswerving devotion to a machine or form make her fit material for solidity of structure for any organization. She'll help one find one's place, whether or not one is in a position higher up with duties heavy or in a position humble with duties light. Duties light, did I say,

and who is in this category? Is not the secretary's pie full of spice? And would not it be tasteless without duties, responsibilities, interruptions, and what have you?

A stalwart of National is a personable, plus-sized, genial and generous Nancy—sorta' "overexpansive anatomically in spots," with vitality, sincerity, and a willingness to properly preserve funds; whose performance proves her to be a swell person not only in avoidpoups, but in her mental and emotional contribution to the advancement of the Association. Some people just look solid, safe and sound,—well, a strange thing about such people is that they usually prove just that. Here is one of the personable persons who carries around, with her other assets, an euphonious name—a name with two letters. Why leave off the musical ending—it's really lovely!

Were you ever in a cool glade where the water ripples its way gently over not too tortuous a course? Suddenly a thrush breaks into song, lifting the silence into a symphony of sheer loveliness. The sun, which has been striving vainly to break into our seclusion, successfully strokes through the trees, shattering any vestige of cloud and doubt. This is poetry in motion. This is beauty, peace, contentment, and perfect poise. This is our Nancy—not too vocative, reserved, and careful in her statements which are always correct,—not given to self-aggrandizement—dignified in manner and approach—a sweet, pleasant personality, immaculate, every hair smooth and beautifully in place. She has given so much of her time, talent and energy that all Nancys feel deeply appreciative and most grateful for giving them the "light" whereby they can grow professionally.

Yes, there are other Nancys, all of whom have our unreserved admiration and affection. So long as we have fine people such as Rachel, Edith, Charlotte, Amy, Marion, Isabel, and Mary—as well as all the other Nancys of a similar stature, we can have nothing but advancement and professional progress in the future of NAES.

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Listening In



FOR THE MEMBERSHIP



ASSOCIATE EDITORS
Wilma R. Haight
28 Hillside Avenue
Glen Ridge,
New Jersey



Agnes Dobronski
5286 Mead
Dearborn,
Michigan

DEAR READERS—

and we use the word hopefully:

Those who control the destiny of that outstanding periodical, **THE NATIONAL EDUCATIONAL SECRETARY**, have come to the conclusion that "Listening In" has not met the challenge of the times. Instead it has become somewhat of a horse-and-buggy anachronism in this era of atomic energy and jet propulsion. Two bemused but willing Associate Editors have been assigned the task of putting "Listening In" back on the journalistic map. Let us introduce ourselves: Agnes Dobronski of Dearborn, Michigan, and Wilma Haight of Glen Ridge, New Jersey.

Air Mail letters have been whizzing between Dearborn and Glen Ridge at an unbelievable rate. The U.S. Postal Department deficit has been materially reduced and some pretty good ideas, we think, have been batted back and forth. We believe that by now you know all there is to know about bosses' night dinners and Christmas parties. We suspect you are surfeit with descriptions of table decorations and committee lists. We've a notion you'd like some *useful* ideas and informa-

tion on the "how and why" of things. How was a project accomplished? Why was a program successful? What mistakes should be avoided?

We have taken our first step in this direction by publishing in the following pages a short article by Dr. David G. Goodman, Director, Department of Secretarial Studies of Ferris Institute, Big Rapids, Michigan. Dr. Goodman, speaking from the other side of the fence, has given the reactions of the sponsoring college to a workshop for educational secretaries.

In subsequent issues we will have information from other states that are running successful workshops and institutes. Do you need some ideas on how to bolster up the treasury? We'll get them for you. Have you ever thought how helpful an officers' handbook would be? We have information on how to compile one. And the smaller associations with their special problems of organization—they'll not be forgotten.

This section of the magazine is written for you, your state and your local associations. It is to be a means of exchanging

ideas and a source of information on the projects and accomplishments of these groups.

We're an ambitious couple of Associate Editors, forsooth! But we also know the transition from the horse to the atom, the buggy to the jet, will take a bit of

time and a bit of doing. We're working on it. Send along your thoughts and suggestions. We'd like to hear from you. In fact, we'd like to know you're there!

Sincerely — and still hopefully,

Agnes Dobronski
Wilma R. Haight

WHAT! ANOTHER WORK CONFERENCE?

by

DR. DAVID G. GOODMAN

Director Department of Secretarial Studies
Ferris Institute, Big Rapids, Michigan

Yes, another work conference for Educational Secretaries in 1959. What are we doing this for?

Actually, here at Ferris Institute "we" isn't just the college—"we" includes the Michigan Association of Educational Secretaries and the Department of Secretarial Studies of Ferris Institute.

It is difficult to put into words why a college would attempt to put on a work conference. Such an answer always seems to appear idealistic, or worse still, paternalistic. Having served as chairman or co-chairman of three such programs, the author definitely doesn't consider it idealistic or paternalistic.

It all began when a need seemed to exist and we at Ferris Institute felt that we could help satisfy that need. A state college, such as Ferris, exists as an agent of the people. We sincerely consider that we have an obligation to help in any area of education that our facilities and institutional philosophy make possible.

There is a wonderful feeling of having done something worthwhile when a conference is successfully completed. There is a satisfaction in seeing your efforts serve others. This reaction is the very reaction you as secretaries feel while you work daily with the school children, teachers, administrators, and general public in your home town. The staff and secretaries at Ferris are especially sensitive to such an opportunity.

We specialize in technical education. Fully one third of our 3,000 student body is enrolled in some area of commerce—many of them in the secretarial area. We work closely with the public schools of the State of Michigan and prepare a considerable number of their business education teachers and science teachers (our

only two areas of teacher education); we educate many girls who return to education as secretaries. An opportunity to work with over 100 educational secretaries in a way that we genuinely think will help them become happier, more efficient, and more confident members of the educational team is too great to miss.

For example, our third Work Conference for Educational Secretaries was held this past August. We were privileged to host 110 secretaries, representing nearly one half of the 83 counties in Michigan. Over 90 per cent of the secretaries attended the entire conference. They studied such areas as Michigan permanent records, the school lunch program, business letter writing, psychological testing and guidance, the Michigan tax structure affecting schools, how to answer the critics of our schools, school law as it affects the educational secretary, effective communications in a school office, the professional standards program of NAES, our public school retirement fund records, and many other areas that touch the lives of the secretaries in our school systems.

Does this really accomplish anything? We think so. Over 90 per cent of those attending this year had their expenses paid for them. The participants showered praise upon the program until we were puffed up like balloons. Almost 100 per cent requested another conference—more than 60 per cent specifying next year, the rest hoping for it at least by 1961.

And we get constructive criticism each year, too. We are still experimenting with ways to make section meetings more helpful for all. We have not yet found a way to get information about the conference into the hands of all the secretaries (and their bosses) throughout the state.

The most difficult problem is to obtain top staff members to present topics the educational secretaries of Michigan want and need. The secretaries of previous conferences give us the topics or areas they want covered next time. This is done through an evaluation sheet completed after each three-day program is adjourned. The secretaries help a lot in selecting staff; but that is basically the problem of the conference chairmen and their committee of college staff members and educational secretaries.

It would not be correct to assume that getting staff is difficult because of a reluctance to speak to such a charming group. Indeed, we have never had a refusal for that reason. The Michigan Department of Public Instruction (DPI) is anxious to serve. They have an opportunity to meet the people who write the dozens of reports their department requires. The DPI men have an immense respect for the educational secretary and derive considerable enjoyment through talking with the girls personally. They also are anxious to explain the reasons for their records, how to prepare the many reports, and to help with the general organization of school offices.

The DPI men like to present their newest systems and reports to the conferees and to urge them to express their opinions concerning future changes.

Other staff members usually express thanks for their invitations and try to arrange their schedules so as to be able to accept. Most of them stay around long after their "lectures" have been given so that they may attend other sessions and section meetings. At the section meetings, the staff members enjoy answering questions and, in general, participating in the conference to the fullest extent. In fact, the guest staff personnel usually remain over night so as to attend the annual picnic or banquet because they enjoy the fun of the conference, too.

The locating of effective staff members is basically a problem of selecting one from several choices of leading experts so as to have the best available. The secretaries are most honest in their evaluation of sessions—we know immediately when a particular presentation is not as effective as was anticipated.

Will we have a work conference next year? That is up to the Michigan Asso-

ciation of Educational Secretaries. If they would like us to help sponsor one, we are only too happy to do so. After all, what value is a college if it can't help other members of the educational team—and get a thrill out of it, to boot!

FOR THE STATISTICALLY MINDED

The following figures were obtained from the results of 99 questionnaires returned by those attending the Third Work Conference for Educational Secretaries at Ferris Institute, Big Rapids, Michigan.

| | |
|--|-----------|
| Average length of employment as an educational secretary | 6.21 yrs. |
| Education: | |
| High School graduate | 98% |
| Attended college | 20% |
| (avg. no. of yrs. 1.9) | |
| Attended business school | 40% |
| (avg. no. of yrs. 1.18) | |
| Organization membership: | |
| Local Educ. Sec. Assn. | 29.2% |
| Michigan Assn. of Educational Secretaries | 54.5% |
| National Assn. of Educational Secretaries | 19.1% |
| Michigan Educ. Assn. | 30.3% |
| National Secretaries Assn. | 4.0% |
| Others | 6.0% |
| None | 35.0% |
| Average monthly salary | \$311.11 |
| Age group 36-40 contained the greatest number of secretaries | 21 |
| Age group 46-50 earned the highest avg. monthly salary | \$340.39 |
| Marital status: 59 married, 23 single, 9 divorced, 8 widowed | |
| Total number of children | 152 |

And here is a little item which some of you may wish to wave gently before the eyes of your favorite administrator: 88.7% of these 99 secretaries had their expenses paid by their Board of Education.

AN IDEA FROM OREGON

The Oregon Association of Educational Secretaries has come up with a new switch on the old topic of Recognition. The week of May 21-28, 1960, has been declared "Educational Bosses Week" and the bosses will receive the thanks and appreciation in many cases so long overdue.

The program was initiated by the Oregon Association last year and was so successful that from now on it will be an annual affair. A Proclamation is issued to the newspapers and the Week is marked by Bosses Banquets and other

programs designed to honor His Nibs, the boss. One of the Bethel District schools each morning gave its principal a rose for his lapel. A silver star was also pinned to his lapel and the teaching staff presented him with a plant.

It immediately became evident that there had long been a need for this type of recognition. Catching the general spirit, many teachers joined with the secretaries in honoring their principals and Superintendents during "Educational Bosses Week."

Recognition is a two-way street. We believe Oregon has a good idea here and suggest that for additional information you write our Northwest Region Reporter:

Mrs. Winnie Bolinger
4640 Barger Avenue
Eugene, Oregon

TENTATIVE DATES AND PLACES OF STATE MEETINGS 1959-60

To make these LISTENING IN columns of benefit and assistance—for the membership—it has been suggested by President Rachel Maynard that we also include a future listing of state meetings and workshops. Perhaps in this way you will be reminded, as well as possibly be informed of a meeting you wanted to attend.

"Now that I know that my
youth has been spent
For my get up and go has
got up and went,
But it's not so bad, as I
think with a grin
O all the grand conventions
my 'get up' has been."

(Editor's Note: If your state meeting is listed incorrectly, or not listed, please inform the Editors before the next publication deadline. Also, we will appreciate dates and information in 1960 summer workshops and institutes.)

AND NOW TO THE REGIONS

With the firm conviction that you want the LISTENING IN section to be of benefit and assistance to all of you—individual members as well as affiliated associations—we also want to include news of the groups throughout the country.

"Through the LISTENING IN pages of the NATIONAL EDUCATIONAL SECRETARY, an opportunity is provided local affiliated associations to exchange ideas and information. LISTENING IN is not primarily intended to be a medium of

publicity for local associations; but rather should be considered a source from which readers from all parts of the country may obtain news of general interest, program and planning suggestions, and, we hope, inspiration."

Do you have a report of news or information from your association which would be of benefit to other secretaries and other associations? Then we suggest you contact the Reporter for your region.

CONNECTICUT

Norwalk, Connecticut, will be the scene for the Annual Meeting on October 30, 1959, and all members are most cordially invited to attend and help celebrate the Tenth Anniversary of the Connecticut Association of Educational Secretaries. The business agenda will include revision of the constitution and installation of officers.

The recent workshop held at the Hotel Bond and Morse College in Hartford, proved to be the best ever as attendance soared. No wonder! Marion Wood, Educational Consultant of I.B.M., "stole the show" with her excellent topics, "Building Psychological Bridges" and "Working Smarter."

Plans are underway for four workshops during 1960.

MASSACHUSETTS

So you want to be a photographer! The Massachusetts Association of School Secretaries learned just that at their Spring Meeting held on May 2, at the Hampshire House, Boston. Mrs. Emily Henry Bush, Director of the New England School of Color Photography presented a very enlightening lecture on photography, illustrated with unusually beautiful color slides.

The Third Annual M.A.S.S. Weekend, was recently held at Rockport Lodge. For-saking their school reports and attendance registers, a grand time was had by all.

NEW JERSEY

The New Jersey Association of Educational Secretaries held workshops in April at Paterson and Glassboro State Colleges. The theme, "The Professional Approach," was developed by a panel of experts in the field of education, namely: principals, superintendents, board secretaries, supervisors, and secretaries. Specific problems presented to the panel by a committee of secretaries were discussed.

One principal advised that elementary secretaries ought to be mothers! Panel

(Continued on page 34)

TENTATIVE DATES AND PLACES OF STATE MEETINGS 1959-60

| <i>State</i> | <i>Date of Meeting</i> | <i>Place of Meeting</i> | <i>President or Chairman and Address</i> |
|----------------|------------------------|-------------------------|---|
| Arizona | Nov. 5 | Tucson | Thelma Winters; 1010 E. 10th, Tucson |
| | Apr. 21 | Scottsdale | Frances Scott; 2441 E. Whitton, Phoenix |
| Arkansas | Nov. 5-6 | Hot Springs | Leola Woodsmall; Ridgeroad Jr. High School; North Little Rock |
| California | Feb. 19-22 | Santa Rosa | Helen Fenner; 8026 E. First St.; Paramount |
| Colorado | Oct. 23 | Denver | Clara Caldwell; 821 Deuel Street; Fort Morgan |
| Connecticut | Oct. 30 | Norwalk | Jean Molgard; Norwalk High School; Norwalk |
| Delaware | Oct. 23 | Wilmington | Edna H. Vansant; Rehoboth Beach |
| Florida | Apr. 21-23 | Miami | Adelaide Kenyon; 3075 N. W. 83rd St.; Miami |
| Georgia | Mar. 18 | Atlanta | Mildred Whitehurst; 3131 Sewell Rd., S. W.; Atlanta 11 |
| Illinois | Oct. 30-31 | Chicago | Gussie Tromblee; 921 N. Lewis Ave.; Waukegan |
| | Apr. 22-23 | | |
| | or 29-30 | Springfield | Mildred Borman; 10739 S. Edbrooke; Chicago 28 |
| Indiana | Oct. 22 | Indianapolis | Doris J. Allen; North High School; 2319 Stringtown Rd.; Evansville |
| Iowa | Nov. 7 | Des Moines | Marilyn Franke; Cedar Falls Public Schools; 903 Washington St.; Cedar Falls |
| Kansas | Nov. 6 | Topeka | Martha Ball; 809 W. 10th; Topeka |
| | Mar. 24-26 | Emporia | Leah Caven; 603 N. 7th; Neodesha |
| | | State Tchrs. College | |
| Kentucky | Apr. 21 | Louisville | Lillie Dunn; 905 Poplar St.; Murray |
| Maine | Oct. 8-9 | Bangor | Mrs. Robert Jacobs; Box 12, North Edgecomb |
| | Oct. 29-30 | Lewiston | |
| Maryland | Oct. 16 | Hagerstown | Hilda Newcomer; Board of Education of Washington County; Hagerstown |
| Michigan | Apr. 22-24 | Flint | Lorraine Parker; Grand Blanc Schools; Grand Blanc |
| Minnesota | Oct. 9-10 | Univ. of Minn. | Lorraine S. Hagglund; Henry High School; Minneapolis 12 |
| Mississippi | July 26-28 | Jackson | Vivian Valentine; P. O. Box 729, Meridian |
| Missouri | Nov. 5-6 | St. Louis | June Roberts; 7837 Natural Bridge Rd.; St. Louis |
| New Hampshire | Oct. 16 | Manchester | Blanche Turner; School Dept.; Plaistow |
| | Apr. 2 | Meredith | Ellen Burkett; Hurffville Elem. School; |
| New Jersey | Nov. 11-12 | Atlantic City | R. D. Sewell; N. J. |
| New Mexico | Oct. 22 | Albuquerque | Odell A. Adkins; Box 962, Artesia |
| New York | Oct. 16-17 | Albany | Alice T. Lofblad; 345 Lakeville Rd.; Great Neck |
| North Carolina | Mar. 24-26 | Durham | Wanza Y. Davis; 210 Parker St.; Kings Mountain |
| Oregon | Mar. 19 | Portland | Winnie Bolinger; 4640 Barger Ave.; Eugene |
| Pennsylvania | Dec. 29 | Harrisburg | Fernly A. Roebuck; 1703 N. Third St.; Harrisburg |
| | Apr. 1-2 | State College | |
| South Dakota | June 10-11 | Rapid City | Mary Zimmerman; 4115 Pleasant Drive; Rapid City |
| Texas | Nov. 27 | San Antonio | Jane Vineyard; Box 648; Sherman |
| Utah | Oct. 1-2 | Salt Lake City | Verna Condie; 2530 Blaine Ave.; Salt Lake City |
| Washington | Oct. 23-24 | Tacoma | Elberta Macgregor; 416 Summit North; Seattle |
| Wisconsin | Nov. 6 | Milwaukee | Irene Moriarity; Shorewood Opportunity School; 1701 E. Capitol Drive; Shorewood |

members suggested loyalty, sincerity, ability in skills, responsibility, honesty, and willingness to oblige, as traits most indicative of a professional secretary. About 200 of the 907 members attended these workshops.

The OFFICERS HANDBOOK containing comprehensive and authoritative information, prepared under the leadership of Emma Castner and Wilma Haight, was presented for adoption at the September meeting of the Executive Committee. Copies may be purchased at \$1.00 each from Miss Wilma Haight, 28 Hillside Avenue, Glen Ridge, New Jersey. (Here's order #1, Wilma—the "buck" will follow.)

Convention, in connection with the New Jersey Education Association, will be held in Atlantic City, Thursday and Friday, November 12 and 13, 1959. Headquarters for Secretaries will be the Ritz-Carlton Hotel on the Boardwalk. Mr. George Geier, Dean of the School of Business Education, Fairleigh Dickinson University, will be the speaker Thursday morning, November 12, following demonstration of new, modern office machines.

In the afternoon, "Standards—a Study of Certification" will be conducted, followed by a Get-Together with the first state president, Virginia Halsey, President of the Board of Education, Roseland, as speaker. (A secretary who made good.)

Friday morning, Dr. Eric Groezinger, State Department of Education, will speak on "School Law." The Annual Meeting of the group will follow. Climaxing the Convention will be the "Bosses Luncheon" with guest speaker, Dr. William Hamilton, Dean of the Pierce Business College, Philadelphia, Pa.

NEW YORK

Hicksville Educational Secretaries Association

On June 3, 1959, the Hicksville Educational Secretaries Association, donned their best bib and tucker, and conducted their First Formal Installation of Officers. The distinguished guests included the members of the School Board, the Administration, Supervisors, and individual "bosses," along with the New York State Association President, Hazel Stepper, and the Long Island Association President, Alice Lofblad.

Mr. Allen Carpenter, President of the Board of Education, did the honors and installed the officers. Mr. Jerome Zettler,

Secretary of the Board of Education, presented Certificates of Merit to members who have been outstanding in their service to their school district. Congratulations!

Gertrude Low was presented with a Past President's pin and V. Jean LeViness was presented with a charm in recognition of her work as organizer of the association. Congratulations, in fifteen short months you have certainly become a most active group.

Plans have been completed and are underway for the 1959 North Nassau Zone Conference to be held this fall.

OHIO

Kent State University at Kent, Ohio, cooperated with the Department of School System Secretaries of the Ohio Association of Public Schools Employees in sponsoring the Fifteenth Annual Workshop this past July. Attendance this year surpassed all previous records indicating there is a continuous interest and need in such workshops in Ohio, and probably elsewhere as well.

Miss Louise Wheeler, Professor at Kent State and Director of the Annual Workshop, pointed out that if each secretary took just one idea home with her, the workshop could be considered a success.

Two Toledo secretaries attending came up with the following one-idea impressions. Geraldine Mater gained this thought from the talk of Dr. John E. Hartzler—"Self assurance through self improvement, plus belief in the worth of others, plus respect for the feelings of others, brings good human relations." Mr. Paul Pfeiffer, Professor in the Department of Marketing, talked on Public Relations, and Willetta Cairns submitted this statement made—"The secretary is an image of the office—the type of office, the environment, the cheerfulness, proper clothes, voice, telephone manner—all are a part of public relations."

OREGON

Educational Bosses Week has been set for May 21 through 28, 1960, by the Oregon Association of Educational Secretaries. The initial Educational Bosses Week was so successful that it was decided to make this an annual affair. A Proclamation was issued to the newspaper for the initial week. Timing was made to coincide with Bosses Banquets and other efforts to honor the boss.

In one of the schools in the Bethel District, the principal each morning received a rose and a silver star for his lapel. The teachers also presented this principal with a large plant and other gifts.

Apparently there has long been a need for this sort of recognition, and many teachers joined with secretaries in honoring their principals and superintendents during Educational Bosses Week.

PENNSYLVANIA

Lower Bucks County Association of Educational Secretaries

A printed brochure, via off-set process, made its debut to the membership of Lower Bucks and has been hailed as most successful. The brochure sets forth a Calendar of Events for 1959-60, a Resume of its objectives, its member districts and local officers, and of course—a membership blank. Upon request copies are limited, but available, write L. Joyce Curry, President, Delhaas High School, Bristol R.D. #3, Pa.

In-Service Programs are underway with three excellent topics arranged for October, 1959. "Child Accounting" will be the topic presented by Dr. Robert C. Wilson, Supervisor, Department of Public Instruction; "Pennsylvania School Laws," another topic, will be presented in two sessions by Dr. Prince B. Woodward, of Temple University.

Philadelphia Association of Educational Secretaries

Two in-service courses will be repeated during the fall term. Both proved most worthwhile and are being repeated by popular demand. "Technicalities of the Job" will be presented first, and "Rapid Reading" will be the second presentation.

As a recruitment effort, four of Philadelphia's Educational Secretaries addressed the graduating stenography classes in five of the high schools during the past term, showing slides, distributing brochures and answering questions on the duties, qualifications, and advantages of becoming an educational secretary.

SOUTH DAKOTA

From South Dakota, your Reporter recently received a twenty-five page report of the proceedings of the Ninth Annual State-Wide Secretarial Workshop, held in Pierre last June. Over 100 secretaries at-

tend this Workshop which is sponsored yearly by the South Dakota State College and the South Dakota Association of Educational Secretaries. However, of greatest interest to this Reporter was the fact that secretaries attending come from all fields of endeavor including business, industry, medical, legal as well as education.

Isn't this something to think about? Are we as educational secretaries so truly different than those secretaries in business? Isn't education big business? Aren't the same time and motion studies, and efficiency procedures and methods of business, just as beneficial to us in education? Admittedly the philosophy of the business secretary and the educational secretary must differ—we strive on service, while business looks to the profit angle. Isn't the need for efficiency in education even more important than in business and industry? Wouldn't it be to our advantage sometime to have secretaries from these other fields at our workshops, if only for stimulation and competition? (Editor's Note: Thank you South Dakota for the original idea that seems to be yours.)

UTAH

Does your school office or your boss subscribe to EDUCATIONAL BUSINESS Magazine? If so, dig out the July, 1959, issue, and read "Seminars for Secretaries" by W. Lynn Fluckiger, Deputy Controller, University of Utah, Salt Lake City.

WASHINGTON

Key personnel from the Washington and Oregon Associations of Educational Secretaries met recently to formulate plans for a joint meeting of both states to be held in Vancouver, Washington. This meeting, to be held next April, is planned to coincide with the Washington Association State Convention.

Whatcom County Educational Secretaries

From Whatcom County, most northwesterly county in the United States, excluding Alaska, comes the report of this group being organized. Nineteen educational secretaries attended the organizational meeting of this group which will include Whatcom County, Bellingham, and Western Washington College of Education.

INTRODUCING THE REPORTERS



NORTHWEST REGION: Idaho, Montana,
Oregon, Washington, Wyoming.

Mrs. Winnie Bolinger
4640 Barger Avenue
Eugene, Oregon

SOUTHWEST REGION: Arizona,
California, Colorado, Nevada,
New Mexico, Utah.

Mrs. Margaret Savage
562 Browning Avenue
Salt Lake City, Utah



NORTH CENTRAL REGION: Illinois,
Indiana, Iowa, Michigan,
Minnesota, Ohio, North Dakota,
South Dakota, Wisconsin.

Miss Agnes Dobronski
5286 Mead
Dearborn, Michigan

SOUTHEAST REGION: Alabama, District
of Columbia, Florida, Georgia,
Kentucky, Mississippi, North Carolina,
South Carolina, Tennessee, Virginia,
West Virginia.

Mrs. Kathryn Hutcherson
Gretna, Virginia



NORTHEAST REGION: Connecticut,
Delaware, Maine, Maryland,
Massachusetts, New Hampshire,
New Jersey, New York, Pennsylvania,
Rhode Island, Vermont.

Mrs. Dorothy Call
505 Locust Avenue
Torresdale Manor
Philadelphia 14, Pennsylvania

SOUTH CENTRAL REGION: Arkansas,
Kansas, Louisiana, Missouri,
Nebraska, Oklahoma, Texas.

*(No reporter for
this region as
we go to press)*

(Continued from page 12)
and application forms from
Mrs. Mary Lawrence, Registrar
NAES Professional Standards
Program
103 Lucky Street
Fayette, Missouri

The dates and places for the Professional Standards Tests in 1959-60 will be announced later.

During the first three years of the Professional Standards Program, a total of 182 educational secretaries have qualified for one of the nine grades of certificates.

A small gold pin, with the letters, "PSP" is available for certificate holders, either as a guard for the Life Member pin or to be worn separately. Pins may be ordered from the Treasurer.

It should be stressed that the Professional Standards Program was studied for ten years by the educational secretaries themselves, both individually and through the affiliated associations before being adopted by the National membership.

The Program thus adopted was felt to best meet the needs of educational secretaries, stressing as it does three important areas: Education, Experience, and Professional Activity.

Meetings

WHAT ARE REGIONAL CONFERENCES?

Regional Conferences are two-three-day meetings planned either for the fall or in the spring, in various parts of the country, jointly planned by NAES and the state or local association in the area.

Following a Friday night open house, the Saturday all-day session features outstanding speakers, panels, discussion groups, workshops, with a banquet in the evening. Sunday activities usually include a tour of the city where the conference is held.

Announcements of the Regional Conferences go to all National members and to the Potential Mailing List names in States surrounding the region where the conference is being held. The Regional Conference Chairman is:

Miss Pauline Hollis
Community Schools of Frankfort
10 North Columbia
Frankfort, Indiana

A Fall Regional Conference will be held in Detroit, Michigan, November 6, 7, 8, 1959. The local chairman is:

Miss Merle Scheibner

College of Engineering
Wayne State University
Detroit 2, Michigan

A Spring Regional Conference will be held in Phoenix, Arizona, on April 22, 23, 24, 1960. The local chairman is:

Mrs. Frances Scott
2441 East Whitton
Phoenix, Arizona

A Spring Regional Workshop will be held in Rapid City, South Dakota, on June 10, 11, 1960. The local chairman is:

Miss Mary Zimmerman
4115 Pleasant Drive
Rapid City, South Dakota

WHAT IS THE ANNUAL CONVENTION?

This is the Annual Meeting of the Association. All National Members receive the "Call to Convention" announcement.

The National Convention is usually a three-day event, held in July, and preceded or followed by an Institute.

While much of the planning of the Convention is, of course, the responsibility of the NAES Executive Board, the many details of the Convention and its Institute are handled by the local and state associations in the vicinity.

The Convention program follows a fairly well established pattern. On the night preceding the business sessions, an open house provides opportunity for new and old friends to meet. The presidents of the affiliated associations stand in the receiving line.

For the business sessions, National members present their membership cards and participate in the discussions, vote, serve on committees. Members of the Advisory Council meet to discuss items of interest to the Association and to make recommendations to the business session.

At the Convention banquet, members always hear an outstanding speaker, and those who have qualified under the Professional Standards Program are presented with their certificates.

A breakfast and a tour of the area on Sunday close the Convention events.

In 1960, there will be a two-day business session instead of the usual one-day meeting.

The 1960 National Convention will be in Durham, New Hampshire, on July 22, 23, 24, 1960. The local chairman is:

Miss Edith Hammond
Office of Supt. of Schools
Hampton, New Hampshire

WHAT ARE INSTITUTES?

Institutes are "going to school."

The Annual Convention is always scheduled in a city where there is a college or university and is usually preceded or followed by a week-long Institute in which members attend regular college classes and earn one or two units of college credit.

The Association also plans one or two other Institutes in other sections of the country so that more members will have an opportunity to attend.

Institutes are planned jointly by the college or university and NAES. All National members receive the Institute announcements.

The courses given are designed to increase the general knowledge of the educational secretary as well as to add to her technical competence.

For example, courses at Washington University in 1959 included Office Management, Commercial Correspondence, Records Management, Speech, Reading for Today's World, Understanding the Arts, Professional Association Leadership. The courses are taught by the university's summer session or extension faculty. Some classes are taught by experienced, senior NAES members.

Throughout the week of the Institute, varied social events are planned by the local and state associations in charge. In St. Louis in the summer of 1959, the group attended a big league baseball game, heard the municipal opera, and enjoyed a boat trip on the Mississippi River.

NAES members are always enthusiastic about the excellence of the General Session speakers at the Institute. ("How in the world they always find such outstanding speakers for each day's sessions, each one better than the day before!") Members always enjoy the fun of the social events, appreciate the outstanding faculty talent, revel in the material given in the classes.

But what those attending really like is the chance to get acquainted with other secretaries from all parts of the country! Those who attend always come home from an Institute mentally refreshed and ready to tackle their job with vim and many brand-new ideas.

More than half of the educational secretaries attending report that some or all of their expenses as well as the time to

attend are provided by their school systems, or that their expenses are paid by their own local or state associations. Some educational secretaries are required, as are many teachers, to attend summer institutes in order to participate in salary increments.

The 1960 Institutes are:

—in Durham, New Hampshire, July 25-29, 1960, immediately following the National Convention.

—The Arkansas Institute, Fayetteville, Arkansas, July 25-29, 1960.

—A Texas Institute, to be announced.

The Institute Chairman is:

Miss Charlotte Parr
735 East 14th Avenue
Eugene, Oregon

III. THE STRUCTURE OF THE ASSOCIATION WHAT IS THE OPERATIONAL STRUCTURE OF NAES?

Executive Board

The Association operates through a National Executive Board which is composed of the President, three Vice-Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer, and four Executive Members, all elected by the National membership.

Added to the Executive Board are the chairman of various National Committees who are not elected officers. In this way, the Association is able to use the unique and special talents of many members in addition to those of the elected officers.

Each Committee Chairman uses a National Committee of from five to eight National members from scattered parts of the country, thus assuring membership participation in National policies and procedures.

The National Executive Board meets two days prior to the National Convention and at other times designated by the President.

A copy of the NAES Constitution is sent to all members of the Association.

Since NAES does not have a central executive office, the work of the Association is necessarily carried on by mail throughout the year. The National officers are each busy, full-time educational secretaries in their own bread-and-butter jobs, but spend many evening and weekend hours on NAES business. The work of the Corresponding Secretary, the Treasurer, and the President is especially time-consuming.

The NAES Officers' Handbook, first written in 1956, is being revised during 1959-60.

Membership

There are two kinds of membership in NAES:

- *Individual National Membership

- *Affiliated Association Membership

An individual National membership is the one held by an educational secretary as a personal membership in her National professional organization.

An educational secretary may also belong to a local or state educational secretaries' association. When this local or state association joins NAES—as a group—this is called “affiliation”—a group membership.

IV. INDIVIDUAL NATIONAL MEMBERSHIP

HOW DOES THE ASSOCIATION GET ITS MEMBERS?

Membership activities are under the guidance of the National Membership Chairman:

Mrs. Letha Walters

1601 Roslyn Street

Denver 8, Colorado

Several methods are used to renew previous memberships and to recruit new.

State Directors

This year, for the first time, 51 State Directors for NAES—one for each state, Hawaii, and Alaska—have been appointed to secure National memberships in each state.

These Directors will have the membership brochure, application forms, and will attend state and local association meetings to “Speak Strong for NAES!”

The name and address of the State Director for your state may be obtained by writing to the National Membership Chairman.

Membership Renewals

Each fall the National membership brochure—called the “Nancy National” brochure—and an application for current membership is mailed to each National member of the previous year by the Corresponding Secretary:

Mrs. Angie Holms

Alhambra High School

30 South Fourth Street

Alhambra, California

The Corresponding Secretary also keeps the stencil-plates of the current membership, the potential membership lists, and mails out all announcements for the

Association. The Association owns an Elliott-Fisher addressing machine.

Promotional Activities for New Members

The Chairman of the Promotional Committee each year writes to superintendents and principals in various states, asking for names and addresses of educational secretaries in the various school systems. These names become the “Potential Membership List” to receive the Nancy National brochure and other announcements.

The Promotional Chairman is:

Miss Emma Castner

12 Carlton Avenue

Washington, New Jersey

Potential Names from Associations for New Members

Local and state associations and individual educational secretaries are encouraged to send the current (and correct) names and addresses of educational secretaries in their school systems to the Corresponding Secretary so that the Potential Mailing List may be up-to-date and correct at all times.

State Directors will also supply to the Corresponding Secretary names and addresses of secretaries in their states for the Potential Membership List.

WHAT IS THE MEMBERSHIP YEAR?

The membership year is July 1 to June 30.

Members are invited to join early in the year so as not to miss any of the year's activities and announcements.

HOW MUCH ARE THE NATIONAL DUES?

Only \$4.00 per year.

WHERE ARE THE DUES TO BE SENT?

To the National Treasurer:

Miss Isabel Paddock

Warwick Valley Central School

Warwick, New York

WHERE DO I GET AN APPLICATION FOR MEMBERSHIP?

Membership application forms may be secured from the Corresponding Secretary. The State Director in your State will have a supply.

A membership application form is included in this brochure. Each issue of the National magazine carries the membership application.

Or, a secretary may merely send her name, school address, and address where



How do your Floors rate?

(TRY THIS SIMPLE TEST...)



- ☒ appearance — are you proud of it?
- ☒ long wear — are taxpayers getting their money's worth?
- ☒ safety — can you walk in high heels without slipping?
- ☒ maintenance — do floors always look newly-laid?

And do the custodians get this result without back-breaking labor?

✕ *You can always mark "YES" when
your school chooses **Hillyard***

FLOOR TREATMENTS!



Your Hillyard "Maintaineer®" Is
"On Your Staff, Not Your Payroll".

ST. JOSEPH, MO.

Passaic, N. J.

San Jose, Calif.

her mail is to be sent, together with her \$4 to the Treasurer.

WHAT ACKNOWLEDGEMENT IS MADE OF MEMBERSHIP?

Immediately upon receipt of the membership application and the \$4 dues, the Treasurer mails a membership card. New members, in addition, also receive a copy of the Constitution and the Code of Ethics.

MAY I PAY MY DUES TO MY STATE OR LOCAL TREASURER AT THE SAME TIME I PAY THOSE DUES?

Yes. But if you do not receive your National membership card from the National Treasurer within a reasonable time, please check with your local or state treasurer to see that your National dues were forwarded promptly to the National Treasurer.

MAY I PAY MY DUES TO MY STATE DIRECTOR?

Yes, indeed.

DOES NAES HAVE LIFE MEMBERS?

Yes, upon the payment of \$50 a National member may become a Life Member of the Association and receive free the Life Member pin. Payments may be made in four installments: \$20, \$10, \$10, \$10. Payments are sent to the Treasurer.

Life members have full membership privileges with a subscription to the National magazine and the publication in the year of issue.

Life Members are considered "extra special" and are often asked to "Speak Strong for NAES!" at meetings or in other ways.

The Chairman of the Life Member group is:

Miss Frances "Jack" Evans
Box 185
Camden, Delaware

V. AFFILIATED ASSOCIATIONS

The National Chairman of Affiliations is:

Miss Edith Hammond
Office of Supt. of Schools
Hampton, New Hampshire

WHAT ARE "LOCAL AND STATE ASSOCIATIONS"? WHAT IS THE RELATIONSHIP TO NAES?

Educational secretaries in many cities have joined together to form

A Local Association

In 1958-59 there were 77 city associations, such as the Phoenix Educational Secretaries Association, the San Antonio Association of Educational Secretaries.

Or, a local association might encom-

pass the secretaries in a county or an entire school district. Last year there were 34 such associations, such as the San Mateo County Educational Office Employees Association, the Richmond County Educational Secretaries.

In 36 states, educational secretaries have organized

A State Association

For example, there is the Arkansas Association of Educational Secretaries, the California Association of Educational Office Employees.

There are state associations in every state except Idaho, Louisiana, Montana, Nebraska, Nevada, North Dakota, Rhode Island, South Carolina, Tennessee, Vermont, West Virginia, Wyoming, Hawaii, Alaska. There are individual members in each state and in some cases, city or county associations.

On the National level, there is

The National Association of Educational Secretaries

Thus, any office worker in any educational office may join her professional association on three levels:

- her local association (if there is one in her city or county)
- her state association (if there is one in her state and 36 states have them!)
- her National Association (and there is one!)

If an individual member joins her local, state, and National Association, that is her "individual" membership.

Now, if a local or state association wishes to join National, as a group, it may do so. This is called "affiliation" or "association membership."

IS IT NECESSARY TO BELONG TO ALL THREE—LOCAL, STATE AND NATIONAL?

No, but doing so proclaims the educational secretary as a truly professional person.

HOW DOES AN ASSOCIATION AFFILIATE?

Local and state associations may, upon payment of a \$5 yearly affiliation fee, affiliate or join NAES.

Each year, in September, the National Affiliations Chairman writes to each association affiliated in the previous year, enclosing an Affiliation application form. The form and the \$5 fee should be returned to the Affiliations Chairman as promptly as possible.

In case an association wishes to affiliate and has not received the affiliate form, the president should write to the Affiliations Chairman.

WHAT ARE THE BENEFITS OF AFFILIATION?

*Affiliated Associations send delegates to the Advisory Council at the National Convention.

*Affiliated Associations have a direct voice in the election of National officers since two members of the National Elections Committee are elected by the Advisory Council.

*The president of the Affiliated Association receives a free copy of the National magazine for the association.

*The president of the Affiliated Association receives a special news bulletin from the National Affiliations Chairman.

*Affiliated Associations are invited to send news to the Listening-In Section of the National magazine.

*When the *File It Right* slides are again available, the Affiliated Associations may use them for programs without cost.

WHAT IS ADVISORY COUNCIL?

At the Annual Convention, the official representatives of the affiliated associations meet together in Advisory Council. For each 20 National members in their group, an affiliated association may send one delegate.

The Advisory Council discusses association problems and procedures, may recommend matters to the business session of the Convention. Two members of the Advisory Council are elected to the NAES Election Committee.

DOES NAES PROVIDE PROGRAM HELPS, SPEAKERS, ETC., FOR THE AFFILIATED ASSOCIATIONS?

This is one of the goals of NAES: to provide program helps and speakers for the affiliated associations, but at this time, money is not available for a great amount of active help.

As the State Directors for NAES become versed in their new posts, associations may call upon them for National material.

State Associations may write to the President of NAES for suggestions of National officers in the area who might attend their state meetings.

Life Members and Professional Standards Certificate holders can attend state

and local meetings in their own regions, help with workshops.

The Listening-In-Section of the National magazine carries a great many suggestions for programs and program chairmen would do well to glean ideas from this section.

WHERE CAN ASSOCIATIONS OBTAIN COPIES OF THE PUBLICATIONS FOR DISPLAY AND SALE?

Associations may obtain packages of the NAES publications and boxes of the NAES memo pads and stationery, on consignment, for sale at their meetings by writing to the Chairman of the Ways and Means Committee:

Miss Lois E. Lillie
State Dept. of Public Instruction
Department of Music Education
Dover, Delaware

If the *File It Right* slides are "re-shot" this year, they will also be available from Ways and Means. This will be announced in the National magazine.

HOW DOES OUR ASSOCIATION GET NEWS INTO THE NATIONAL MAGAZINE?

Write to the Listening-In Reporter for your region or to one of the Association Editors. The names and addresses of the Reporters are listed in the magazine. The two Associate Editors in charge of Listening-In are:

Miss Wilma Haight
28 Hillside Avenue
Glen Ridge, New Jersey
Miss Agnes Dobronski
5286 Mead
Dearborn, Michigan

There are three Associate Editors of the magazine. The third, in charge of National Association news is:

Mrs. Velma Norman
6903 Crestmont
Houston, Texas

OUR ASSOCIATION PUBLISHES A NEWSLETTER. TO WHICH NATIONAL OFFICERS SHOULD IT BE SENT?

- (1) To the Affiliations Chairman, Miss Edith Hammond, Office of Supt. of Schools, Hampton, New Hampshire.
- (2) To the Editor of the *National Educational Secretary*, Mrs. Mary Ellen Dettweiler, 1726 Columbian, Elkhart, Indiana.
- (3) To the Reporter of your region as listed in the Listening-In Section of

the National magazine and to the two Associate Editors in charge of Listening-In.

- (4) To the President of NAES, Mrs. Rachel Maynard, College of Business, University of Arizona, Tucson, Arizona.

Please. Thank you.

WHAT DOES NATIONAL REQUIRE OF ITS AFFILIATED ASSOCIATIONS?

- (1) That the name and address of the new or incoming president of the state or local association be sent to the Affiliations Chairman as soon as she is installed, i.e., National must have the correct "contact" name and address at all times.

- (2) That the associations send in their affiliation form and fee to the Affiliations Chairman as early in the year as possible, preferably in September or October, so as not to miss any of the National material during the year.

It is strongly urged that each association include "National Affiliation" in their constitution and by-laws so that the group does not have to vote on the issue each year.

- (3) That if the treasurer of the affiliated association collects National dues at the same time that she collects state or local dues, that she remits the National dues to the National Treasurer within 24 hours of collection! This is Very Important.

- (4) NAES does not require that all officers of local or state associations also be members of National, but surely would be happy if this were so.

WHERE MAY ASSOCIATIONS OBTAIN ADDITIONAL MEMBERSHIP MATERIALS?

From the State Director or from the National Membership Chairman.

WHERE MAY ASSOCIATIONS OBTAIN THE NAMES AND ADDRESSES OF OTHER PRESIDENTS?

From the Affiliations Chairman.

WHERE MAY STATE ASSOCIATIONS OBTAIN NAMES OF NATIONAL MEMBERS WITHIN THEIR STATE?

The Corresponding Secretary can run a "tape" of the names and addresses of a particular state.

TO WHOM SHOULD ASSOCIATIONS SEND NAMES AND ADDRESSES OF POTENTIAL MEMBERS WITHIN THEIR STATE?

To the Corresponding Secretary.

WE WANT TO ORGANIZE AN ASSOCIATION. WHO CAN HELP US?

A request for an Organizational Planning Kit should be made to the National Affiliations Chairman.

VI. OTHER NATIONAL COMMITTEE CHAIRMEN

The National Publicity Chairman, who sends publicity to newspapers, magazines, and educational journals is

Miss Lula Burrell

P. O. Box 863

Tryon, North Carolina

The Chairman of the NAES Officers' Handbook Revision is:

Miss Marguerite Kennedy

7626 Sherman Avenue

Houston 12, Texas

The Chairman of the National Elections Committee is:

Mrs. Shirley Yetter

2596 S. Lafayette

Denver 10, Colorado

Members are invited to send suggestions for National officers.

The Chairman of the National Auditing Committee is:

Miss Kathleen Wilson

122 Hampshire Road

Great Neck, New York

The Historian and the Parliamentarian for 1959-60 have not yet been appointed.

The Chairman of the NAES Constitutional Revision Committee is:

Mrs. Corinne Messenger

4005 W. 25th

Little Rock, Arkansas

The Recording Secretary of NAES is:

Mrs. Dorothy McAllister

School Board Office

28th and Poplar

North Little Rock, Arkansas

Corrections in your address should be sent to the Corresponding Secretary:

Mrs. Angie Holms

Alhambra High School

30 South Fourth St.

Alhambra, California

The President of the National Association of Educational Secretaries is:

Mrs. Rachel Maynard

College of Business

University of Arizona

Tucson, Arizona

| | | | |
|--|--------------------------------|---|-------------------------------|
| NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES | | Month officers elected: | |
| Application for Affiliation | | Dates and Places of Meetings This Year: | |
| \$5.00 dues enclosed. | Date | Places | |
| Name of Affiliated Association | | | |
| Make check payable to: | | | |
| NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES | | | |
| Mail check to: MISS EDITH E. HAMMOND | | | |
| Office, Supt. of Schools, Hampton, New Hampshire | | | |
| Type of Assn. | <input type="checkbox"/> State | <input type="checkbox"/> County | <input type="checkbox"/> City |
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| This is a: | <input type="checkbox"/> New | <input type="checkbox"/> Renewal | |
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| Office Pres. | Name | Mailing address (Street, City, Zone, State) | |
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| Treas. | | | |
| | | Signed | President |

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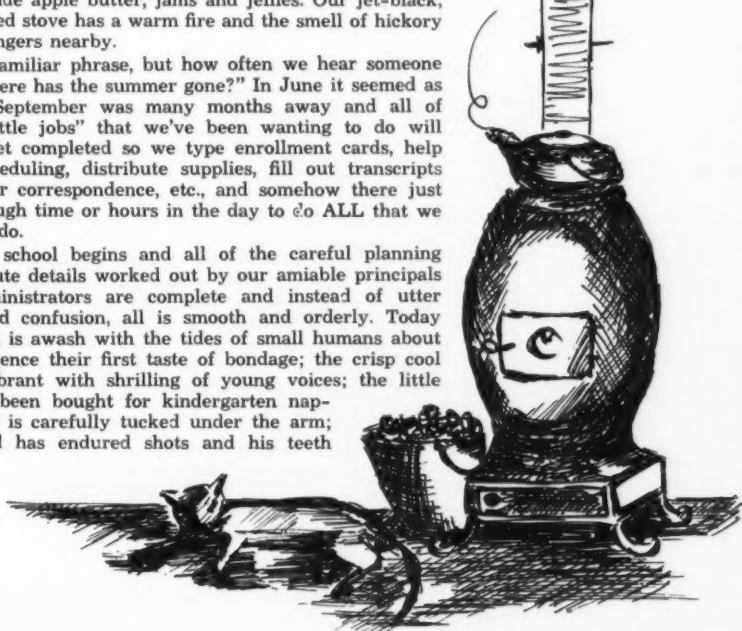
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Crackerbarrel Comments

To our new readers, this is the section of the magazine where we gab, chatter and babble. Crackerbarrel Comment is purely an imaginative term. This section is written very informally. The general store, which we will use as a place to hang our hat, has a very homey atmosphere. Pungent hams hang from hooks in the ceiling, and the shelves are stocked with sweet 'n' sour pickles, the best home-made apple butter, jams and jellies. Our jet-black, pot-bellied stove has a warm fire and the smell of hickory smoke lingers nearby.

It's a familiar phrase, but how often we hear someone say, "Where has the summer gone?" In June it seemed as though September was many months away and all of those "little jobs" that we've been wanting to do will finally get completed so we type enrollment cards, help with scheduling, distribute supplies, fill out transcripts and other correspondence, etc., and somehow there just isn't enough time or hours in the day to do ALL that we want to do.

Today school begins and all of the careful planning and minute details worked out by our amiable principals and administrators are complete and instead of utter chaos and confusion, all is smooth and orderly. Today our town is awash with the tides of small humans about to experience their first taste of bondage; the crisp cool air is vibrant with shrilling of young voices; the little rug has been bought for kindergarten nap-time and is carefully tucked under the arm; the child has endured shots and his teeth



have been peered at by the dentist. What an important day to so many people in education. I'll bet there's not one among us who doesn't get excited about the first day of school. If you don't, you're in the wrong job!

Save time by planning your telephone conversation before placing your call—especially on out-of-town calls. Jot down the facts you want to cover and have them before you while you talk. Also have pertinent records and/or other material before you. Emma Castner.

Custodial help maintain equipment other than regular operational habits for maintenance done by operator or equipment. Emma Castner.

In posting the secretary's book, a paper clip holds the index sheet and all subsequent posted sheets, so the book is opened to the correct space for the next posting. Gwen Johnson, Battle Creek, Michigan.

This may be illegal, but I strike over for small ditto errors, then the "art work" can be corrected with a razor blade. It saves a lot of messy correcting. I also use the razor blade sparingly on letters. Janet Grant, Alpena, Michigan.

If a ditto master wrinkles when it is put in the machine, it can often be "saved" by stretching out the wrinkle and holding it in proper place with Scotch tape on the "typed" side of the master. Pearl Musthaler.

Hazel Hedges, Secretary, Woodlawn School in Portland, Oregon, wrote the poem below. It appeared in the Oregon Tribal Topics. We thought you would enjoy it.

WHAT, INDEED?

What does a grade school secretary do?

You've all been asked a time or two.

At first you can't think what to say,

Then you begin to relive your day:

 You arrive at eight—you're never late,

 Your desk is neat, the office looks great,

 The telephone rings with the day's first call,

 And soon footsteps sound along the hall.

Teachers arrive and need supplies,

Outside you hear the children's cries,

The principal comes in with a pleasant "Good Day,"

You see Safety Laners on their way.

 A bulletin must be out by noon,

 The attendance cards will be in soon.

 A building permit will go in today

 For that special meeting of P.T.A.

A child comes in with a bloody knee,

Another tells you he's lost his key.

Someone needs a dental excuse.

The money comes in for kindergarten juice.

 A mother comes in with a book for Joan,

 Another brings Johnnie's flutophone.

 Before you know it, lunch time's through,

 And the next time you notice it's after two.

You finish a job you've left six times,

You laugh at someone's funny rhymes,

You find a lost child who decided to roam,

And send him safely to his home.

 The night custodian comes to the door

 And says, "Don't you know it's half-past four?"

 You straighten your desk and pick up your purse,

 And think, with a smile, "It could have been worse!"

BERRY
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